



Department of  
**Labor & Workforce  
Development**

**ETPL SYSTEMS TRAINING**

**Marjorie Hallworth, GPM**

**Welcome**

# WIOA BACKGROUND

- July 22, 2014, Workforce Innovation and Opportunity Act (WIOA) signed into law by President Barack Obama - Supersede Workforce Investment Act of 1998 (WIA)
- Ensure American Job Center System - Job-Driven
- Prepare workers for jobs Now and Future.
- New Performance Data and reporting requirements for Eligible Training Providers

# WIOA NEW PERFORMANCE DATA & REPORTING

- Customer Choice
- Freedom of choice - Personal and career needs
- Accurate Performance records
- WIOA completers - Increased employment opportunities

# ELIGIBLE TRAINING PROVIDER (ETP) OVERVIEW

- Training institution that satisfies the mandated requirements of the Workforce Innovation and Opportunity Act (WIOA)
- Postsecondary educational - Associate degree, Baccalaureate degree, Diploma or Certificate.
- A public or private provider offer training to low-income individuals / people with disabilities
- Registered Apprenticeship Programs sponsored by the U.S. Department of Labor

# ELIGIBLE TRAINING PROVIDER LIST (ETPL) - PURPOSE

- Compiled list of ETPs that offer a wide variety of training programs and occupational choices
- Educating individuals who experience barriers to employment - Become employed
- Assured all Population groups served

# REGISTERED APPRENTICESHIPS

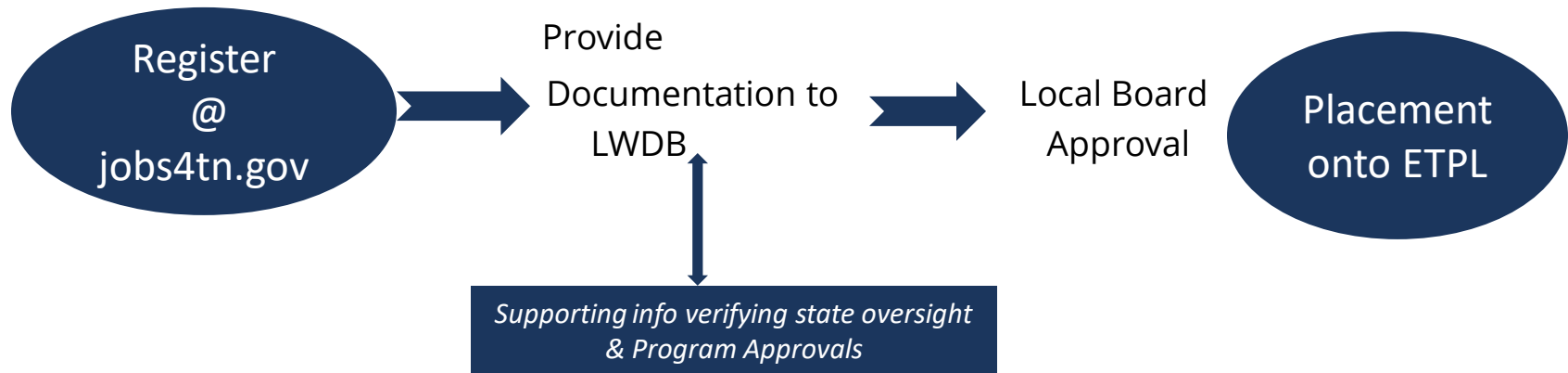
- Automatic inclusion onto the ETPL.
- Must indicate Interest of being placed on the list
- No Performance data
- No application process.
- No removals from the ETPL.
- Performance report submit to United States Department of Labor office of Apprenticeship

# ETPL POLICY & PURPOSE

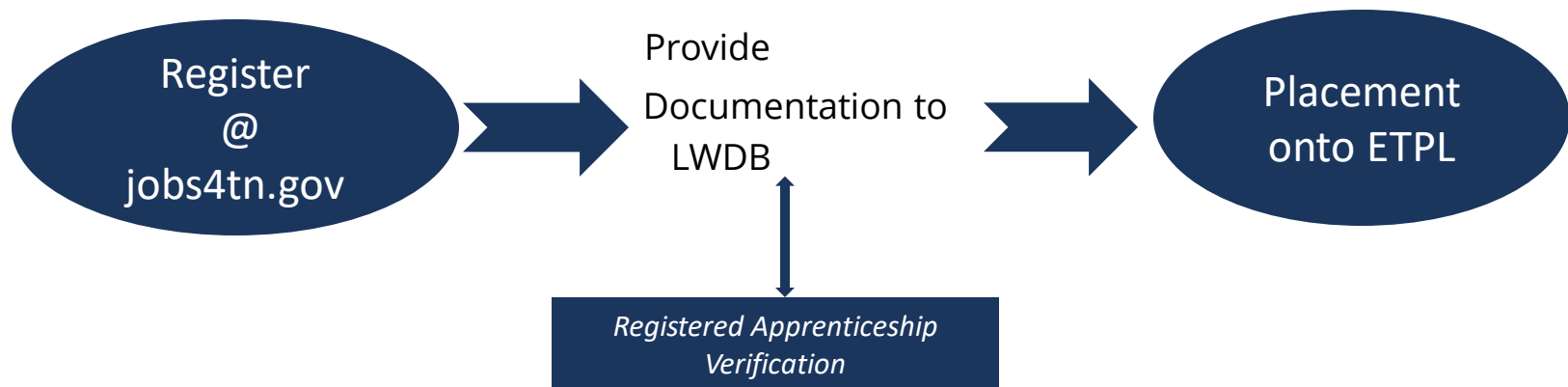
- Developed by Tennessee Department of Labor and Workforce Development (TDLWD) and the Local Workforce Development Board (LWDB).
- Eligible Training Provider Process & Eligibility
- Approval of training programs.
- Application procedures, Appeal Process, & Reporting Requirements
- On TDLWD site

# PLACEMENT ON THE ETPL

## Postsecondary Institutions



## Registered Apprenticeships





# INITIAL ELIGIBILITY & APPLICATION PROCESS

- Complete the online application.
- Application review should be done within 5 days by the LWDA.
- Written notification to the State within 30 days

# ADDING PROGRAMS

- Must be authorized by state Authorizing agency (THEC,TBR,TCUA)
- Must be submitted via the online Web application
- Materials and reviewed for completeness by LWDA.
- Presented to LWDB for determination
- Programs added to the ETPL within 3 business days.

# ADDING REGISTERED APPRENTICESHIP PROGRAMS

- Must indicate their interest
- Must use the online Web application to submit their programs.

# REMOVING PROGRAMS

- Can request Program removal
- Submit quarterly performance reports - Last WIOA participant completes or withdraws
- Temporarily suspended or permanently deleted must be removed within 30 days

# APPLICATION DENIAL & APPEAL PROCESS

- LWDA must provide notification to the denied institution indicating the availability of an appeal process within 30 days
- **LOCAL APPEAL**
  - Must provide opportunity for a hearing, with a final written decision within 60 days.
  - Unsatisfied with the outcome of the local appeal, may submit a formal appeal to the state.
- **STATE APPEAL**
  - TDLWD is the state agency responsible for hearing state appeals of initial eligibility decisions.
  - Appeal must be received by (TDLWD) within 30 days of the LWDB's denied provider's local appeal

# ETPL PENALTIES

- Failure to notify the State of program changes (costs, location of training, or Change in State authorization status).
- Failure to meet the minimum criteria
- Inaccurate information or violated WIOA requirements
- Per Institution's request.
- Can be reactivated within one year if in good standing and no changes occurred during the removal period.
- Must re-apply for placement greater than one year

# FINANCIAL REIMBURSEMENT

- Terminated - Non-compliance shall be liable for repayment of all funds received during any period of noncompliance (WIOA Section 122(f)(1)(C)).

# OUT-OF-STATE PROVIDERS

- May apply to any Local workforce Development Board where they wish to provide services.
- Must follow the requirements set for Instate institutions



# RECIPROCAL AGREEMENTS

- Customer choice
- Neighboring States
- Provider must appear on the ETPL of their home state

# DATA VALIDATION / MONITORING

- Will start conducting visits at least once a year
- Notifications will be sending to Providers and LWDA for set dates.

# PROVIDER QUARTERLY REPORT REQUIREMENTS

- Required to submit quarterly performance reports to the State.
- Must contain individual level data for all participants in programs offered by the Eligible Training Provider serviced at least one WIOA student
- ETPL Tool Kit on Jobs4tn
- Quarterly Report due dates : January 15th, April 15th, July 15th, & October 15th.
- Quarters combined – submit to USDOL
- Exemption form

# STATE PERFORMANCE STANDARDS TO REMAIN ON THE ETPL

- Must meet one of the Followings
  - WIOA student completion must be equal to or greater than 40%
  - WIOA student placement must be equal to or greater than 70%
  - **All** student completion must be equal to or greater than 40%
  - **All** student placement must be equal to or greater than 70%

# ETP STATE PERFORMANCE MEASURE CALCULATION

- Will be available October 2019
- Two distinct population of students, WIOA participants and all Students Population :
- Credential Attainment Rate
- Employment Rate During 2<sup>nd</sup> Quarter After Exit
- Employment Rate During 4<sup>th</sup> Quarter After Exit
- Median Earning During 2<sup>nd</sup> Quarter after Exit
- Program Completion Rate measure only for WIOA participant population.

# ETP STATE PERFORMANCE MEASURE CALCULATION

## Program Completion Rate

Total # WIOA Participants Completing Program in 12-Month Reporting Period

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Total # WIOA Participants Exiting Program in 12-Month Reporting Period  
(Completers and Non-Completers)

- **Credential Attainment Rate**

Total # WIOA Participant obtaining credential, During  
Participation or 12-months after Exit

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Total # WIOA Participant Exiting Program in 12 Month Reporting Period  
(both completers and non-completers)

# ETP STATE PERFORMANCE MEASURE CALCULATION

- **Employment Rate During 2nd Quarter After Exit**

Total# WIOA Participant Exiting Program in 12 month Reporting Period with Wages in 2<sup>nd</sup> Quarter After Exit

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Total # Exiting Program in 12 Month Reporting Period  
(both completers and non-completers)

- **Employment Rate During 4th Quarter After Exit**

Total # Exiting Program in 12 Month Reporting with Wages in 4<sup>th</sup> Quarter After Exit

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Total # Exiting Program in 12 month Reporting Period  
(both completers and non-completers)

# STATE PERFORMANCE MEASURE CALCULATION (Cont.)

## Median Earnings During 2nd Quarter After Exit

- Median quarterly earnings of unsubsidized employment of individuals exiting the program during the reporting period **with** earnings in the 2nd quarter subsequent to the exit quarter.



# TA WITH SCREENSHOTS

- Path to ETPL Guideline in VOS
- Path to ETPL Policy in VOS
- Path to turn on Accredited Postsecondary on Provider's Profile and Programs
- Path to Program Status
- Path to ETPL Approved Providers Search
- Path to ETPL Approved Programs
- Path to Apprenticeship programs Search
- Occupation /Program Approval
- How to create a Satellite Campus
- Provider Certification
- Program Certification
- Apprenticeship Programs Certification
- Programs Expire & Reapprove
- Deactivation Institutions & Programs
- Daily Email Notifications from VOS
- Program Not Reviewed within 10 days
- Provider User Registration Notification
- How to get rid of Duplicate Programs

# PATH TO ETPL GUIDELINES

- VISIT [Jobs4tn.gov](https://www.jobs4tn.gov) Then Click DLB

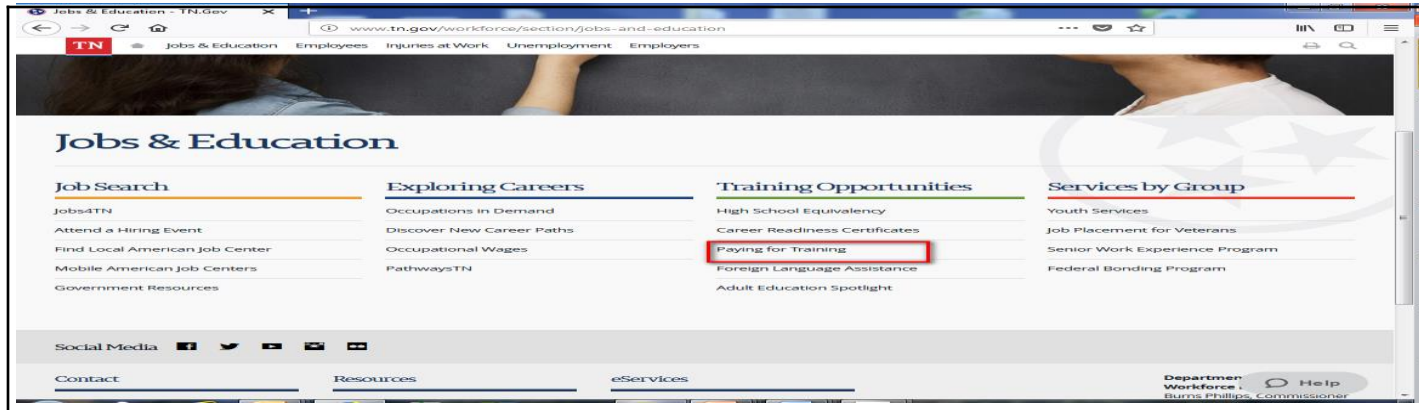


- Click Jobs & Education

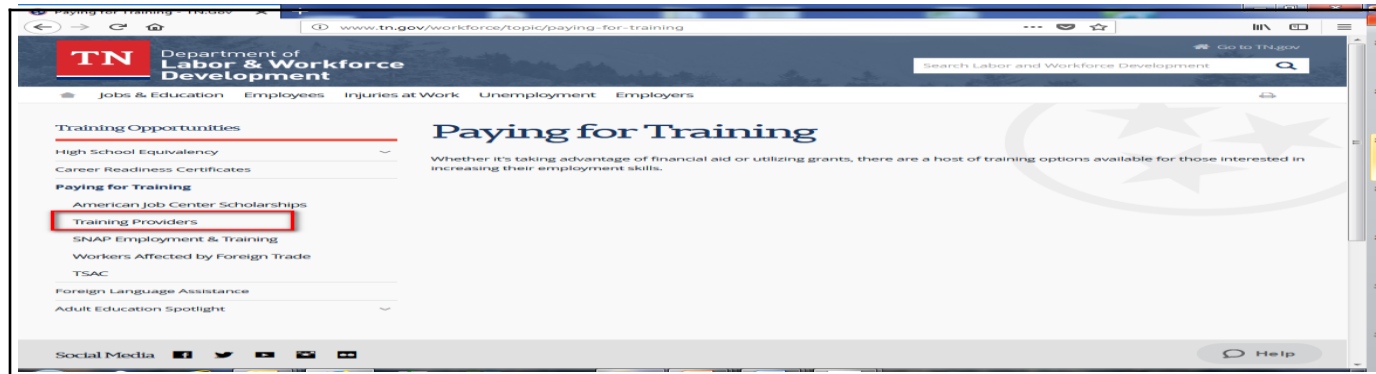


# GUIDELINES IN VOS (Cont.)

- Under Training Opportunities click Paying for Training

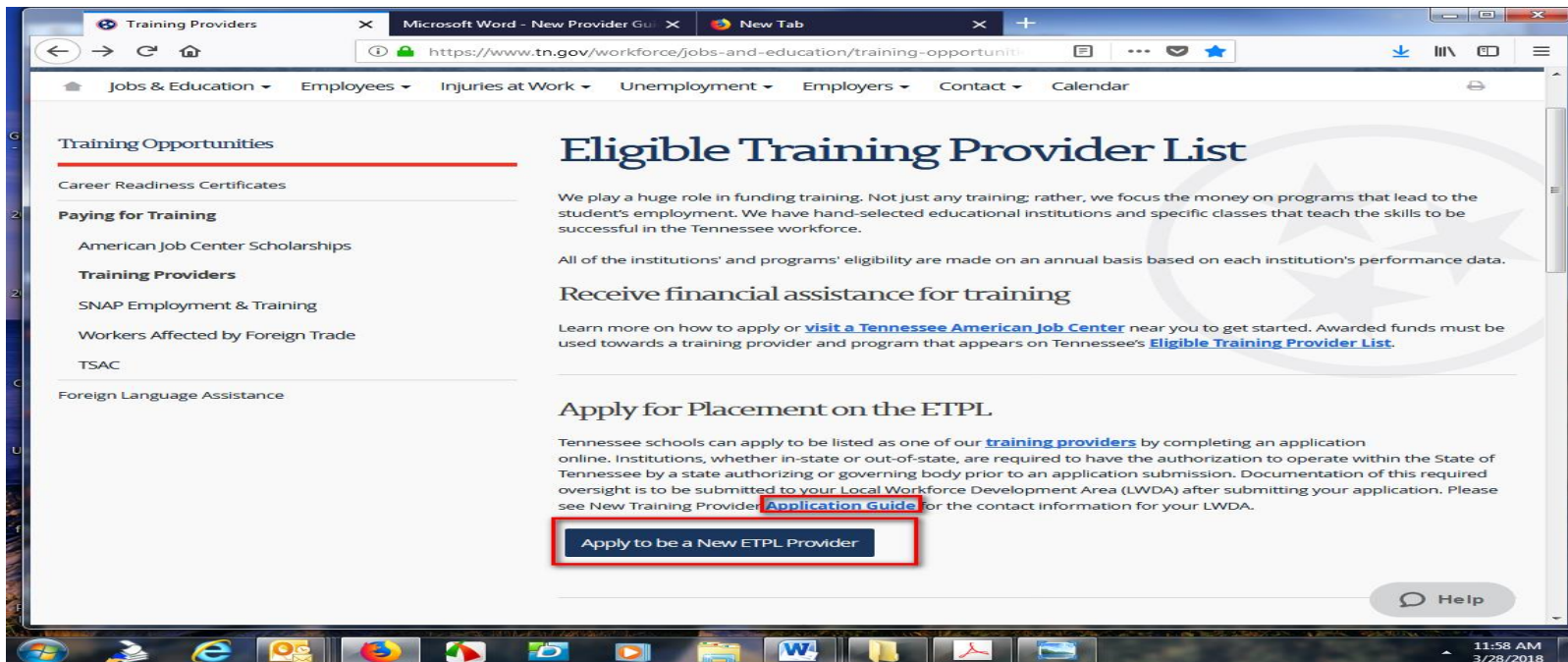


- Click Training Providers for Guidelines on New & Existing Providers



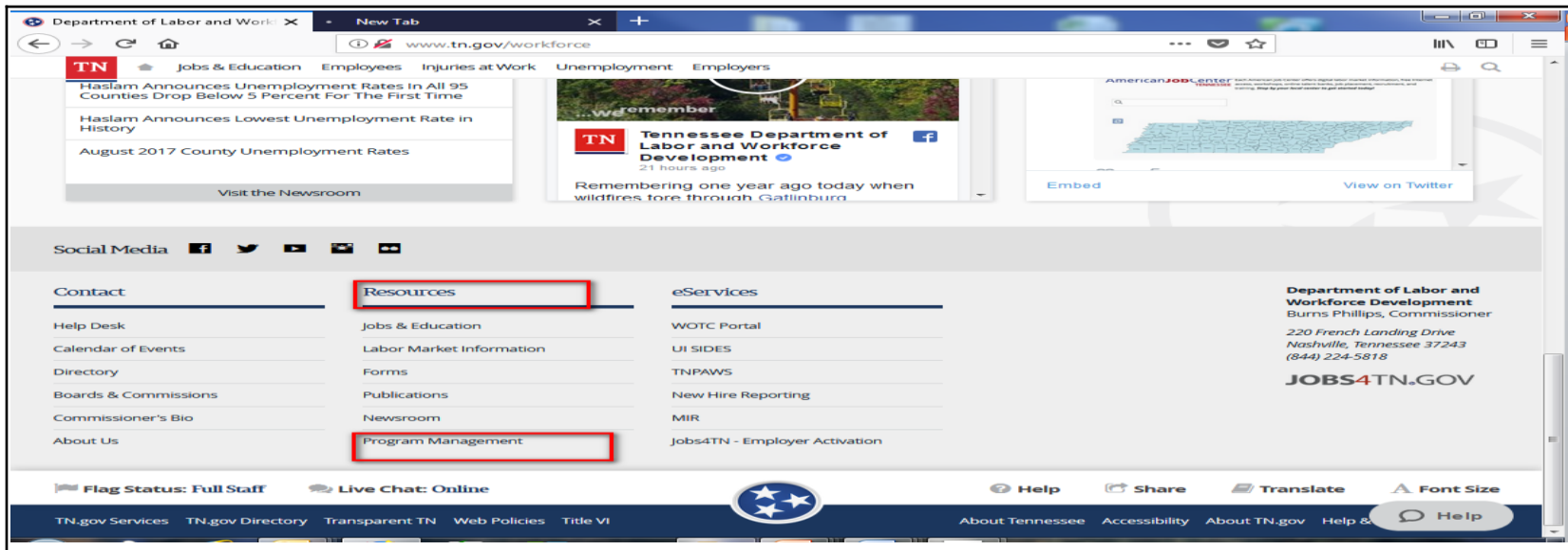
# GUIDELINES IN VOS (Cont.)

- Or Click on following link
- <https://www.tn.gov/workforce/jobs-and-education/training-opportunities/training-opportunities-redirect/paying-for-training/training-providers.html>



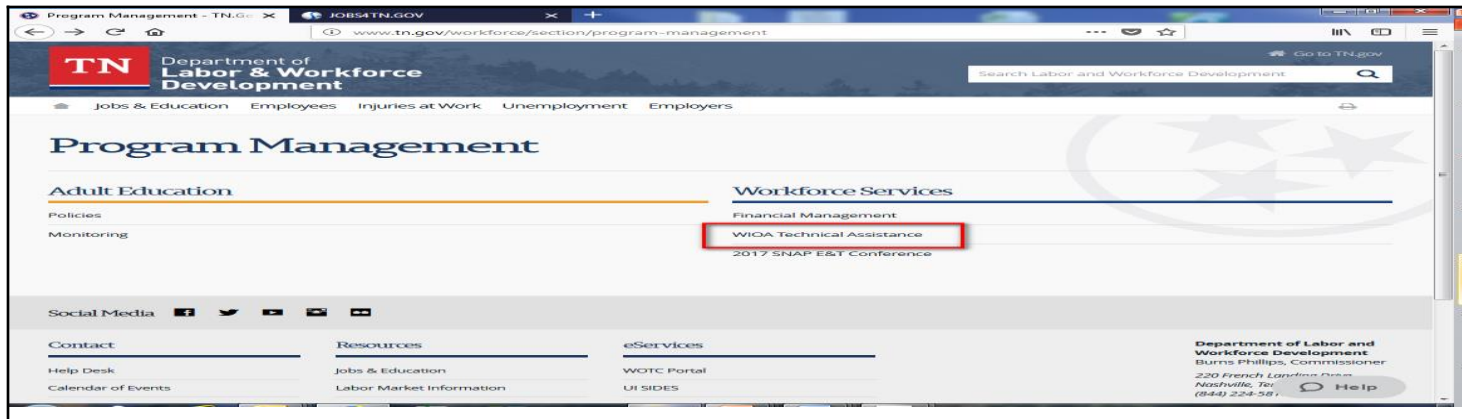
# PATH TO ETPL POLICY

- Visit [www.tn.gov/workforce](http://www.tn.gov/workforce)
- Under Resources select Program Management

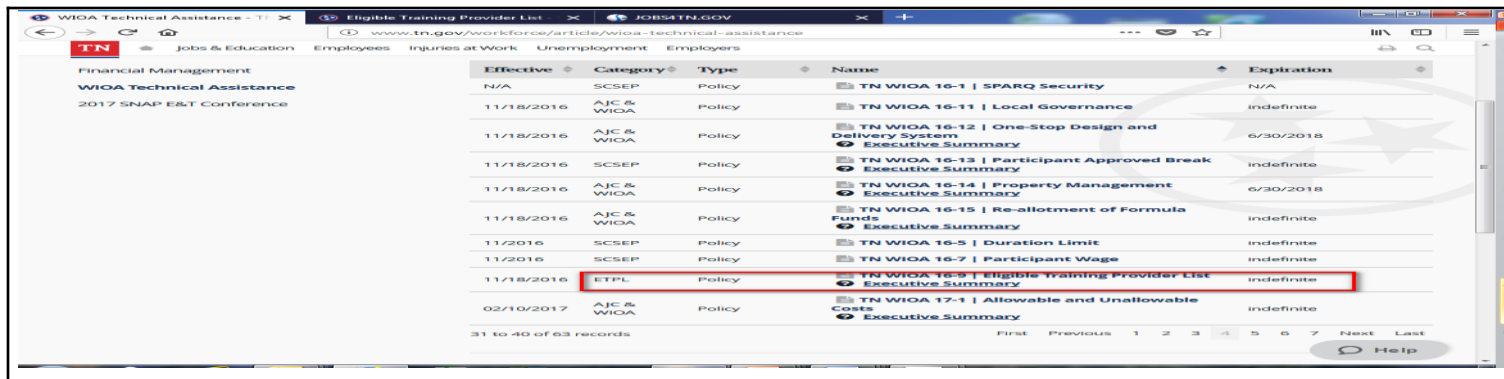


# PATH TO ETPL POLICY (Cont.)

- Click WIOA Technical Assistance



- Scroll down to page 4 select ETPL policy





# PATH TO ETPL POLICY

- Or click on the following link  
<https://www.tn.gov/workforce/general-resources/program-management/program-management-redirect/workforce-services-redirect/wioa-technical-assistance.html>

11/18/2016	ETPL	Policy	<a href="#">TN WIOA 16-9   Eligible Training Provider List - Updated Executive Summary</a>	indefinite
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# PATH TO TURN ON ACCREDITED POSTSECONDARY

- Log into Jobs4tn.gov

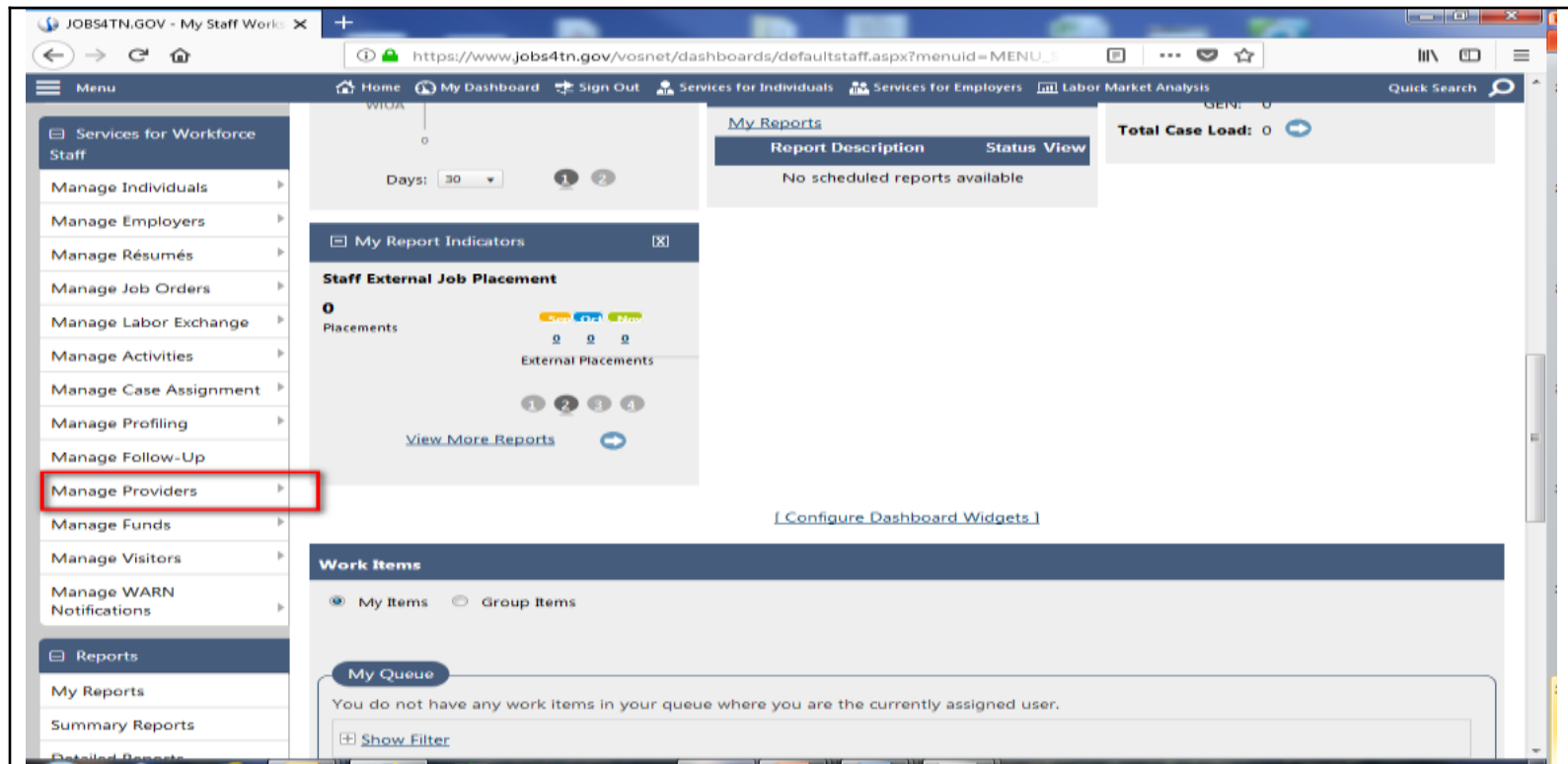


The screenshot shows the Jobs4TN.GOV website interface. The header includes the TN Department of Labor & Workforce Development logo and the site name "JOBS4TN.GOV". A search bar with "Keyword" and "Zip Code or City" fields is present. On the right, a login section is highlighted with a red box, containing fields for "Username" and "Password", a "Forgot Username/Password?" link, and "Sign in" and "Register" buttons. Below the header, a navigation menu lists: Job Seekers, Business Solutions, Labor Market Information, Special Services, Resources, and Unemployment Benefits. A section titled "En Español" follows. The main content area features four statistics: 143 New jobs posted today (with a "Search Jobs" button), 157,112 Current Openings (with a "View Openings" button), 3.0 Unemployment Rate (with a "View details" button), and 1,177 Résumés updated this week (with an "Update your résumé" button). Each statistic is accompanied by a small icon. At the bottom, there are four image-based links: a person at a chalkboard, people at a desk, a blue car with "JOBS" on it, and a map of Tennessee with job locations.



# PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Click Manage Provider



# PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Select Assist a Provider

Manage Follow-Up	
Manage Providers	▶ Create a Provider
Manage Funds	▶ Assist a Provider
Manage Visitors	▶ Manage Program Reapplication
Manage WARN Notifications	▶ Provider Certification
	Program Certification
☐ Reports	Create a Provider User
My Reports	Approve Providers
Summary Reports	
Detailed Reports	

# PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Enter Provider Name then click search

**General Criteria**

Status: ☐ Active ☐ Inactive ☒ No Selection

Provider ID:

Provider FEID:

Vendor Code:

LWIA / Region:

**Provider Name 1:**

Provider Name 2:

Service Name:

Provider Type:

Agreement Number:

Green Job Training: ☐ Yes ☐ No ☒ No Selection

Local Area Certified: ☐ Certified ☐ Not Certified ☒ No Selection

Institution Code:

[\[ More Search Options \]](#)

# PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Select Profile

\* Indicates required fields. For help click the question mark icon.

<u>ID</u>	<u>Name</u>	<u>Address</u>	<u>Vendor</u>	<u>Region</u>	<u>Status</u>	<u>Action</u>	<u>Select</u>
306	MIDDLE TENNESSEE STATE UNIVERSITY	SSAC 150 MURFREESBORO, TN 37132	09-124-1	State	Active	<a href="#">Profile</a> <a href="#">Programs</a> <a href="#">Activities</a>	 

# PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Click Edit Provider details

Attention:	Business Office
State Use 1:	124
State Use 2:	
State Use 3:	
State Use 4:	
State Use 5:	
Mailing Address 1:	1301 East Main Street
Mailing Address 2:	SSAC 150
Mailing City:	Murfreesboro
Mailing State:	TN
Mailing Zip Code:	37132
Mailing Attention:	
<a href="#">[ Edit Provider Details ]</a>	

# PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Select **Yes** (this Provider is an accredited Postsecondary Education Institution ) then Click Save

•

\* **Status:** ☒ Active ☐ Inactive

\* **LWIA Region:** State

**Linked Employer:**  [ [Search For Employer](#) ]

\* **Vendor ID:** 09-124-1

\* **FEID/SSN:** 091241000

\* **Provider Name 1:** MIDDLE TENNESSEE STATE UNIVERSITY

**Provider Name 2:**

\* **Address 1:** SSAC 150

**Address 2:** 1301 E. MAIN ST.

Note: By entering the Zip Code first, the system will automatically populate the City and State fields.

\* **City:** MURFREESBORO

\* **State:** Tennessee

\* **Zip:** 37132

**URL:**  [http://www.mtsu.edu/](#)  
Enter URL e.g. ([http://www.companysite.com](#))

**Type of Business:** College/University

**This provider is an accredited postsecondary education institution:** ☒ Yes ☐ No

**Save** **Cancel**

# PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Self-Service Education click Active Program

Program Services   [Support Services](#)   [Contracts](#)   **[Self Service Education Programs](#)**

Provid [REDACTED] Show **Active** services

Program Services Details

To sort on any column, click a column title.

<u>Service Name</u>	<u>Service Description</u>	<u>Status</u>
<b><a href="#">ACCOUNTING</a></b>	ACCOUNTING	Active <a href="#">WIOA</a>
<a href="#">CARDIOPULMONARY SCIENCE</a>	CARDIOPULMONARY SCIENCE	Active <a href="#">WIOA</a>
<a href="#">CARDIOPULMONARY SCIENCE (RESPIRATORY THERAPY)</a>	CARDIOPULMONARY SCIENCE (RESPIRATORY THERAPY)	Active <a href="#">WIOA</a>
<a href="#">COMPUTER AND INFORMATION SCIENCE</a>	COMPUTER AND INFORMATION SCIENCE	Active <a href="#">WIOA</a>

# PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

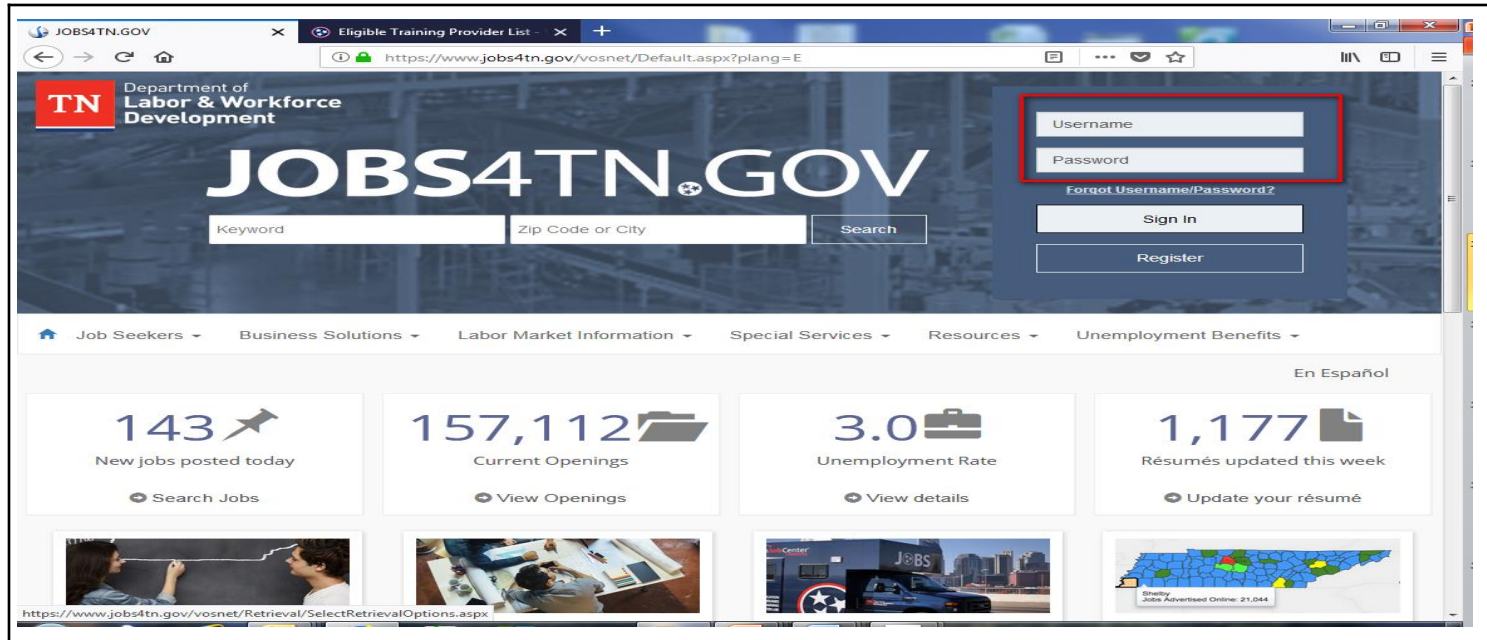
- Select **Yes**

<b>*This program of study leads to:</b>	<input type="checkbox"/> An industry-recognized certificate or certification	<input type="checkbox"/> A certificate of completion of an apprenticeship
	<input type="checkbox"/> A license recognized by the State involved or the Federal Government	<input type="checkbox"/> An associate degree
	<input checked="" type="checkbox"/> A baccalaureate degree	<input type="checkbox"/> A community college certificate of completion
	<input type="checkbox"/> A secondary school diploma or its equivalent	<input type="checkbox"/> Employment
	<input type="checkbox"/> A measurable skills gain leading to a credential	<input type="checkbox"/> A measurable skills gain leading to employment
<b>*This program leads to a postsecondary credential or degree:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>*WIOA Program:</b>	<input type="radio"/> Yes <input type="radio"/> No	
<b>Completion Level:</b>	<input type="text" value="Bachelor's Degree"/>	
<b>*Attain Credential:</b>	<input type="text" value="BA/BS Degree"/>	



# PATH TO PROGRAM STATUS

- Log into Jobs4tn



The screenshot shows the Jobs4TN.GOV website interface. The header includes the TN Department of Labor & Workforce Development logo and the site name "JOBS4TN.GOV". A search bar with "Keyword" and "Zip Code or City" fields is present. A red box highlights the login section, which includes fields for "Username" and "Password", a "Forgot Username/Password?" link, and "Sign In" and "Register" buttons. Below the header, a navigation menu lists: Job Seekers, Business Solutions, Labor Market Information, Special Services, Resources, and Unemployment Benefits. A section titled "En Español" contains four statistics: 143 New jobs posted today (with a "Search Jobs" link), 157,112 Current Openings (with a "View Openings" link), 3.0 Unemployment Rate (with a "View details" link), and 1,177 Résumés updated this week (with an "Update your résumé" link). The footer features four small images: two people at a chalkboard, people at a desk, a Jobs Center sign, and a map of Tennessee with a "Quickly Jobs Advertised Online: 21,044" label.

# PATH TO PROGRAM STATUS (Cont.)

- Click Detailed Report



# PATH TO PROGRAM STATUS (Cont.)

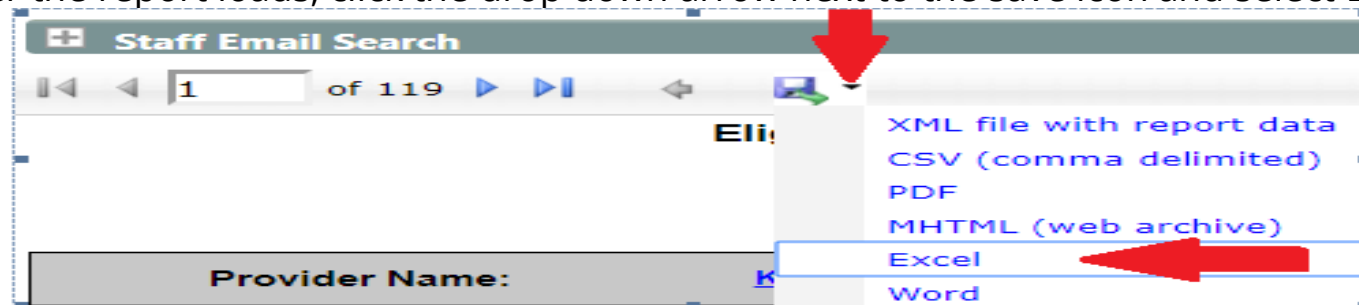
- Provider Reports



- Program Status



- After the report loads, click the drop down arrow next to the save icon and select Excel



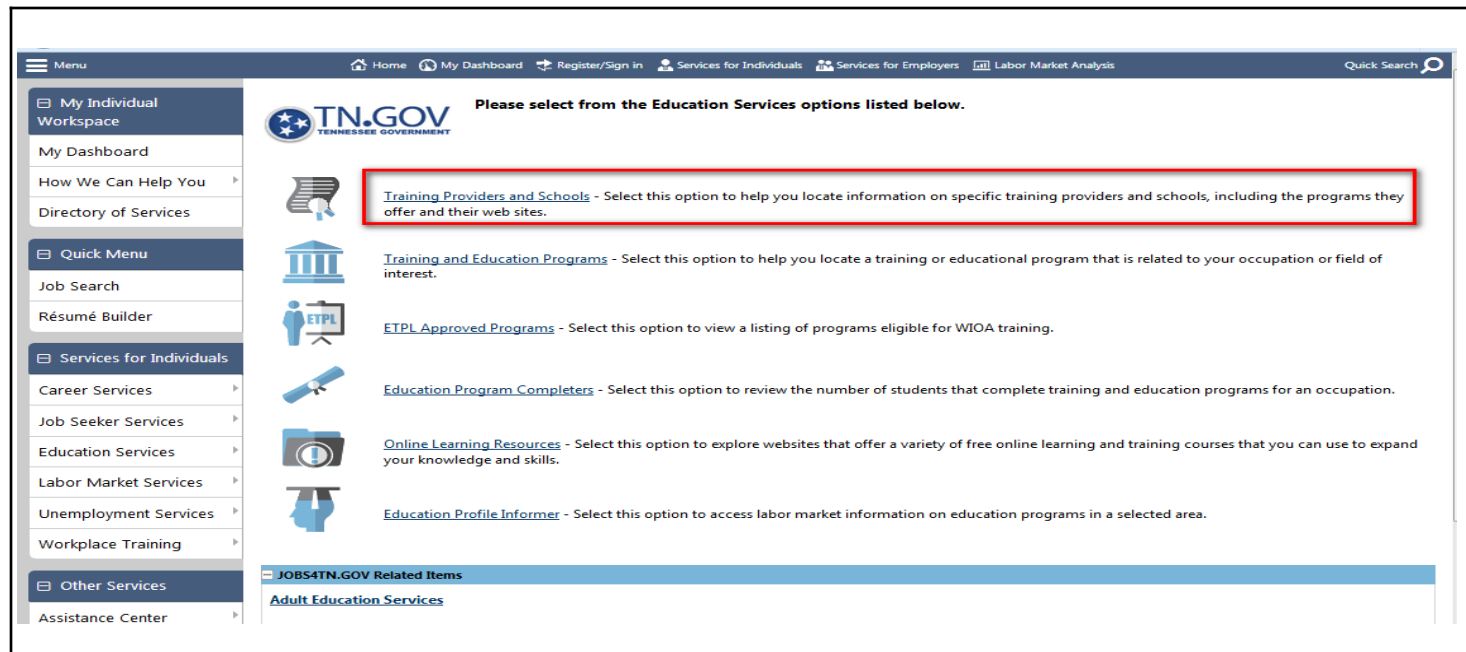
# PATH TO ETPL APPROVED PROVIDERS SEARCH

- Visit Jobs4tn
- Special Services Click Education and Training Data

The screenshot displays the Jobs4TN.GOV website interface. At the top left is the TN Department of Labor & Workforce Development logo. The main header features the text 'JOBS4TN.GOV' in large white letters. Below this is a search bar with fields for 'Keyword' and 'Zip Code or City', and a 'Search' button. To the right of the search bar is a login section with fields for 'Username' and 'Password', a 'Forgot Username/Password?' link, and 'Sign In' and 'Register' buttons. A navigation menu is located below the search bar, with 'Special Services' highlighted. A dropdown menu is open under 'Special Services', showing 'Education and Training Data' (highlighted with a red box), 'Adult Education', 'Paychecks for Patriots', and 'Job Fairs & Events'. The bottom of the page features three large statistics: '108' with a pin icon, '150,417' with a document icon, and '1,795' with a document icon. The text 'En Español' is visible in the bottom right corner.

# PATH TO ETPL APPROVED PROVIDERS SEARCH( Cont.)

- Click "Training Providers and Schools"



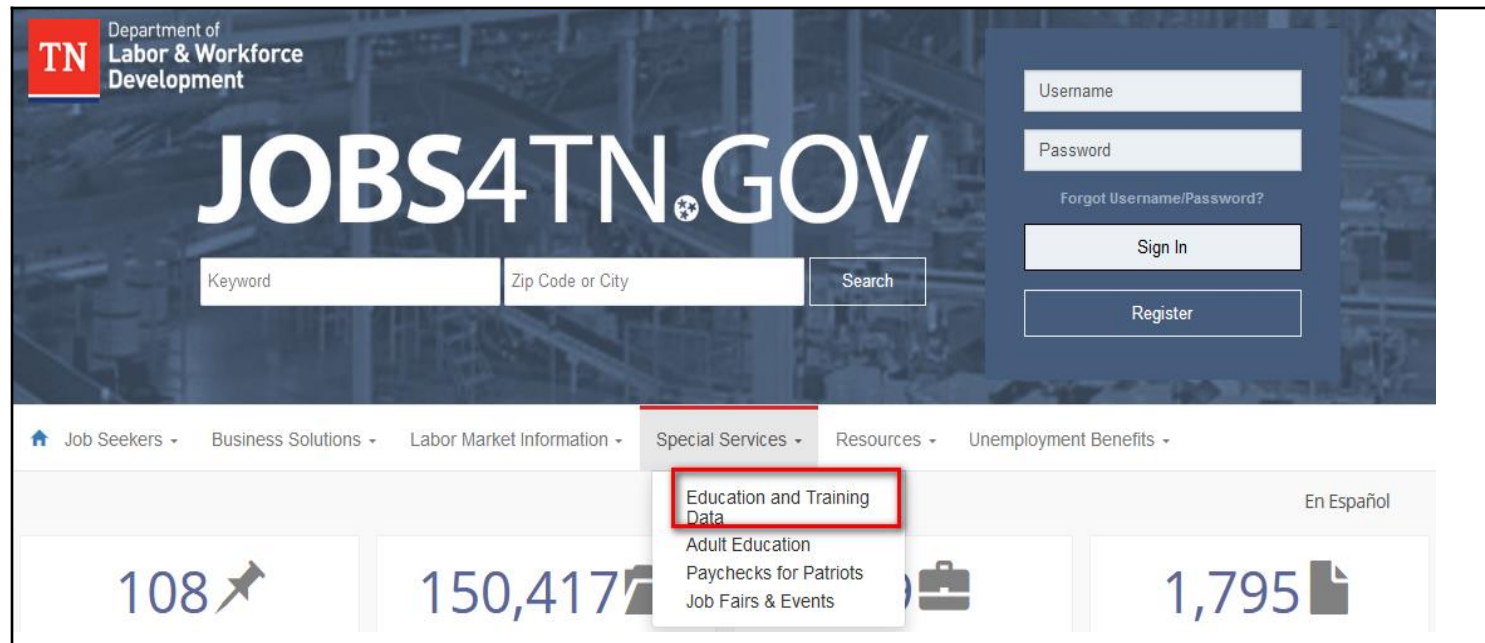
# PATH TO ETPL APPROVED PROVIDERS SEARCH( Cont.)

- Click Search or select school's name via the Provider Listing tab.

The screenshot shows the TN.GOV website's 'Provider Search' interface. On the left is a navigation menu with sections: 'My Individual Workspace' (My Dashboard, How We Can Help You, Directory of Services), 'Quick Menu' (Job Search, Résumé Builder), 'Services for Individuals' (Career Services, Job Seeker Services, Education Services, Labor Market Services, Unemployment Services, Workplace Training), and 'Other Services' (Assistance Center). The main content area has a header with the TN.GOV logo and a message: 'Please click a link on one of the tabs below to choose the method you wish to use to select training and education providers.' Below this are two tabs: 'Provider Search' (active) and 'Provider Listing'. A help icon and text 'For help click the question mark icon.' are also present. The 'Provider Search' section contains a 'Search Criteria' box with the following fields: 'Area (click to change):' with a link to 'Tennessee'; 'Keyword (e.g. State University):' with a text input field (highlighted by a red rectangle) and a link '[ Keyword Search Options ]'; 'Provider Type:' with a dropdown menu set to 'All Providers'; 'Provider Ownership:' with a dropdown menu set to 'Any Ownership'; 'Workforce Innovation & Opportunity Act Eligible Training Provider:' with a dropdown menu set to 'All Providers' and a link '[ Eligible Training Provider List explanation ]'; 'Location Type:' with a dropdown menu set to 'None Selected'; and 'Program provides training for Green Jobs?' with a dropdown menu set to 'None Selected'. A '[ Reset Criteria ]' link is at the bottom right of the search criteria box. A blue 'Search' button is located below the search criteria box.

# PATH TO ETPL APPROVED PROGRAMS SEARCH


- Visit Jobs4tn
- Under Special Services
- Click Education and Training Data










The screenshot shows the homepage of the Tennessee Department of Labor & Workforce Development's JOBS4TN.GOV website. The header includes the TN logo and the text 'Department of Labor & Workforce Development'. The main title 'JOBS4TN.GOV' is prominently displayed. Below the title are search fields for 'Keyword' and 'Zip Code or City', and a 'Search' button. To the right is a login section with 'Username' and 'Password' fields, a 'Forgot Username/Password?' link, and 'Sign In' and 'Register' buttons. The navigation menu at the bottom includes links for 'Job Seekers', 'Business Solutions', 'Labor Market Information', 'Special Services', 'Resources', and 'Unemployment Benefits'. The 'Special Services' link is highlighted with a red box, and its dropdown menu is open, showing 'Education and Training Data' as the first option, which is also highlighted with a red box. Other options in the dropdown include 'Adult Education', 'Paychecks for Patriots', and 'Job Fairs & Events'. To the right of the dropdown is a link for 'En Español'. Below the navigation menu are three large statistics: '108' with a pushpin icon, '150,417' with a person icon, and '1,795' with a document icon.

# PATH TO ETPL APPROVED PROGRAMS SEARCH

- Click ETPL Approved Programs to search or view programs

 **TN.GOV**  
TENNESSEE GOVERNMENT

Please select from the Education Services options listed below.

-  [Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.
-  [Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.
-  [ETPL Approved Programs](#) - Select this option to view a listing of programs eligible for WIOA training.
-  [Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.
-  [Online Learning Resources](#) - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.
-  [Education Profile Informer](#) - Select this option to access labor market information on education programs in a selected area.
-  [Scholarship Search](#) - Select this option to search for scholarships with your academic qualifications, interests, and other personal characteristics.



# PATH TO ETPL APPROVED PROGRAMS SEARCH

- Click on Program to view program cost, length and contact number

\* Indicates required fields.

For help click the question mark icon

## ETPL Programs

Program	Program Leads To	Provider	Address	City	State	Zip Code	Cost
<a href="#">ACCOUNTING TECHNOLOGY</a>	An industry-recognized certificate or certification, A community college certificate of completion	NORTHEAST STATE COMMUNITY COLLEGE	2425 Highway 75	Blountville	TN	37617	\$7,550.00
<a href="#">ACCOUNTING/BOOKKEEPING</a>	An industry-recognized certificate or certification	WEST TENNESSEE BUSINESS COLLEGE	1186 Highway 45 By-Pass	Jackson	TN	38301	\$14,800.00
<a href="#">ACE Certified Personal Fitness Trainer (Online WE-HF-74041)</a>	An industry-recognized certificate or certification	AUSTIN PEAY STATE UNIVERSITY	601 College Street	Clarksville	TN	37044	\$4,295.00
<a href="#">ACT EXAM PREP</a>	A measurable skills gain leading to a credential	JACKSON STATE COMMUNITY COLLEGE	2046 N. Parkway	Jackson	TN	38301	\$199.00
<a href="#">ADMIN SUPPORT TECH: EXECUTIVE ADMINISTRATIVE ASSISTANT</a>	An associate degree	VIRGINIA HIGHLANDS COMMUNITY COLLEGE	100 VHCC Drive	Abingdon	VA	24210	\$11,050.50
<a href="#">ADMIN SUPPORT TECH: LEGAL ASSISTING</a>	An associate degree	VIRGINIA HIGHLANDS COMMUNITY COLLEGE	100 VHCC Drive	Abingdon	VA	24210	\$11,349.00
<a href="#">ADMIN SUPPORT TECH: MEDICAL OFFICE SPECIALIST</a>	An associate degree	VIRGINIA HIGHLANDS COMMUNITY COLLEGE	100 VHCC Drive	Abingdon	VA	24210	\$11,349.00
<a href="#">ADMINISTRATION OF JUSTICE</a>	An associate degree	VIRGINIA HIGHLANDS COMMUNITY COLLEGE	100 VHCC Drive	Abingdon	VA	24210	\$11,199.75

# APPRENTICESHIP PROGRAMS SEARCH


- Visit Jobs4tn.gov
- Special Services select Education and Training Data



The screenshot displays the Jobs4TN.GOV website. At the top left is the TN Department of Labor & Workforce Development logo. The main header features the text 'JOBS4TN.GOV' in large white letters. Below this is a search bar with fields for 'Keyword' and 'Zip Code or City', and a 'Search' button. To the right is a login section with fields for 'Username' and 'Password', a 'Forgot Username/Password?' link, and 'Sign In' and 'Register' buttons. A navigation bar below the header includes links for 'Job Seekers', 'Business Solutions', 'Labor Market Information', 'Special Services', 'Resources', and 'Unemployment Benefits'. The 'Special Services' dropdown menu is open, showing 'Education and Training Data' (highlighted with a red box), 'Adult Education', 'Paychecks for Patriots', and 'Job Fairs & Events'. At the bottom, there are three large statistics: '108' with a pushpin icon, '150,417' with a person icon, and '1,795' with a document icon. The text 'En Español' is visible on the right side of the page.


# APPRENTICESHIP PROGRAMS SEARCH

- Click on Training Providers and Schools




**TN.GOV**  
TENNESSEE GOVERNMENT


Please select from the Education Services options listed below.




[Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.




[Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.




[ETPL Approved Programs](#) - Select this option to view a listing of programs eligible for WIOA training.



[Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.



[Online Learning Resources](#) - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.



[Education Profile Informer](#) - Select this option to access labor market information on education programs in a selected area.


# APPRENTICESHIP PROGRAMS SEARCH


- Select Apprenticeship Programs then click search


Search Criteria


Area (click to change): [Tennessee](#)


Keyword (e.g. State University):   
[\[ Keyword Search Options \]](#)

Provider Type:  

Provider Ownership:  

Workforce Innovation & Opportunity Act Eligible Training Provider:    
[Eligible Training Provider List explanation](#)

Location Type:  

Program provides training for [Green Jobs?](#)  

[\[ Reset Criteria \]](#)

Search

# APPRENTICESHIP PROGRAMS SEARCH

- Click on provider to view program cost, length and contact number

**Search Results**

Here is a list of providers that matched your keyword search. To select a provider, click on its title.

Provider	Address	City	State	Zip Code
<a href="#">Alteration Specialty School/Shop-Apprenticeship - Primary</a>	5300 Cottonwood St. ste.4	Memphis	TN	38118
<a href="#">AMTECK - Primary</a>	1106 East Court Street	Dyersburg	TN	38024
<a href="#">AO Smith - Primary</a>	1100 E. Fairview Avenue	Johnson City	TN	37601
<a href="#">CNS Y-12 - Primary</a>	301 Bear Creek Road PO Box 2009	Newport	TN	37821
<a href="#">Delta Electrical, Inc. - Primary</a>	117 North Conalco Dr	Jackson	TN	38301
<a href="#">Electrician Training Academy Knoxville - Primary</a>	6107 Central Avenue Pike	Knoxville	TN	37912
<a href="#">Funderburk Electrical Services - Primary</a>	1480 Breda Drive	Knoxville	TN	37918
<a href="#">GI APPRENTICE INC - Primary</a>	3068 COVINGTON PIKE SUITE 5	Memphis	TN	38128
<a href="#">Heat and Frost Insulators LU #86 J.A.T.C. - Primary</a>	115 Harris St	Madison	TN	37115
<a href="#">Lewis Mechanical Contractors-Apprenticeship - Primary</a>	119 S. Main #500	Memphis	TN	38103

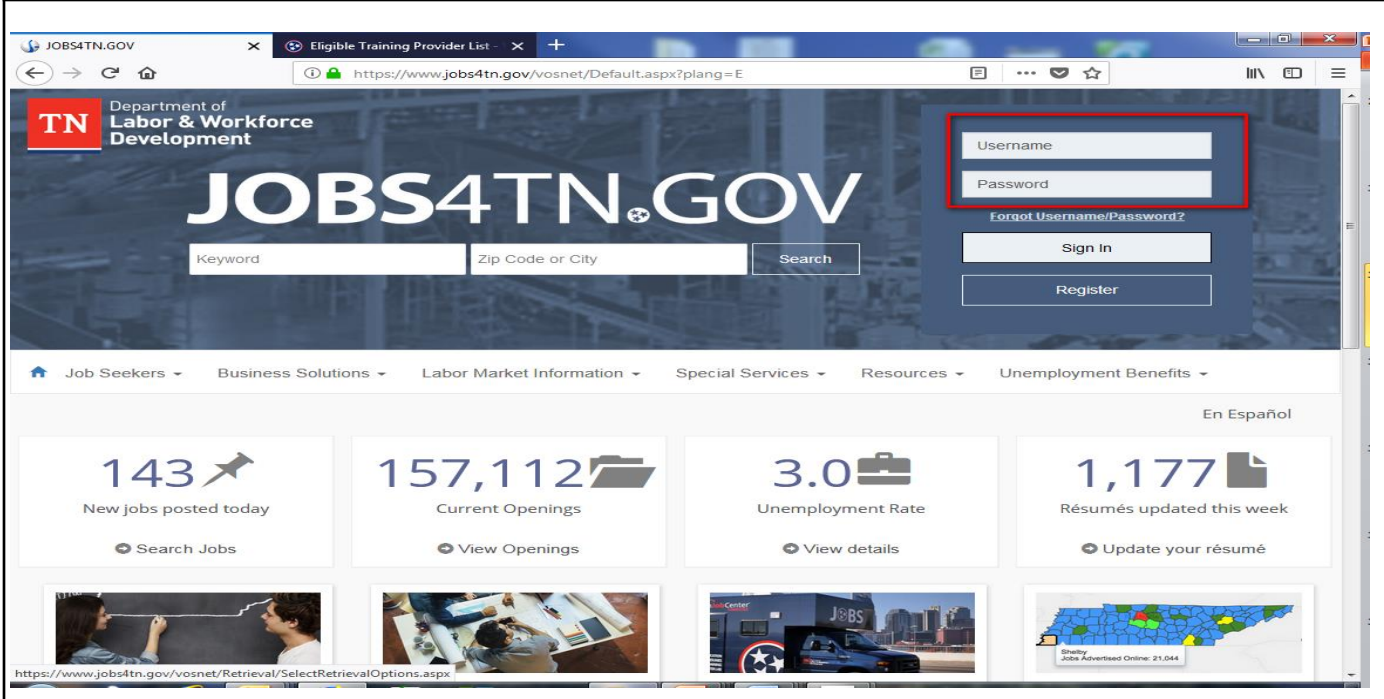
Page 1 Of 2 Rows 10

[\[ Change search criteria \]](#)

[Help](#)

# OCCUPATION/PROGRAM APPROVAL

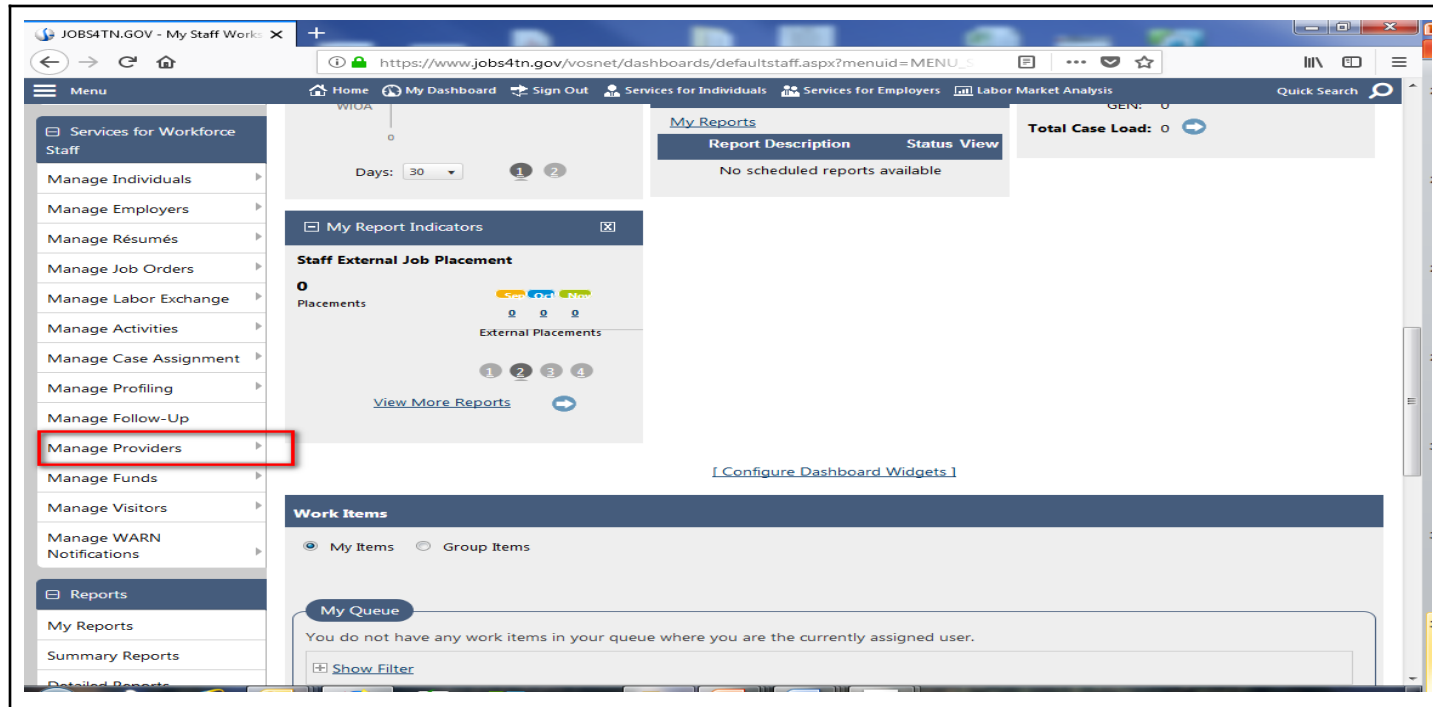
- Log into Jobs4tn



The screenshot displays the Jobs4TN.GOV website interface. At the top, the browser address bar shows the URL <https://www.jobs4tn.gov/vosnet/Default.aspx?plang=E>. The website header includes the TN Department of Labor & Workforce Development logo and the text "JOBS4TN.GOV". Below the header, there is a search bar with fields for "Keyword" and "Zip Code or City", and a "Search" button. To the right of the search bar, there is a login section with a red box highlighting the "Username" and "Password" input fields. Below these fields are links for "Forgot Username/Password?", a "Sign In" button, and a "Register" button. The main content area features a navigation menu with links for "Job Seekers", "Business Solutions", "Labor Market Information", "Special Services", "Resources", and "Unemployment Benefits". Below the navigation menu, there are four large tiles displaying statistics: "143 New jobs posted today" with a "Search Jobs" link, "157,112 Current Openings" with a "View Openings" link, "3.0 Unemployment Rate" with a "View details" link, and "1,177 Résumés updated this week" with an "Update your résumé" link. At the bottom, there are four small images: a person writing on a chalkboard, a person working at a desk, a blue truck with "JOBS" on the side, and a map of Tennessee with a "Shelby Jobs Advertised Online: 21,044" label.

# OCCUPATION/PROGRAM APPROVAL

- Select Manage Provider



# OCCUPATION/PROGRAM APPROVAL (Cont.)

- Select Assist a Provider

Manage Follow-Up	
Manage Providers	▶ Create a Provider
Manage Funds	▶ Assist a Provider
Manage Visitors	▶ Manage Program Reapplication
Manage WARN Notifications	▶ Provider Certification
Reports	Program Certification
My Reports	Create a Provider User
Summary Reports	Approve Providers
Detailed Reports	



# OCCUPATION/PROGRAM APPROVAL (Cont.)

- Under General Criteria Type in the name of the Provider  
Click Enter

The screenshot shows the JOBS4TN.GOV Provider Search interface. The browser address bar displays <https://www.jobs4tn.gov/vosnet/Provider/ProviderSearch.aspx>. The left sidebar contains a menu with options like 'My Staff Account', 'Directory of Services', 'Services for Workforce Staff', 'Manage Individuals', 'Manage Employers', 'Manage Résumés', 'Manage Job Orders', 'Manage Labor Exchange', 'Manage Activities', 'Manage Case Assignment', 'Manage Profiling', 'Manage Follow-Up', 'Manage Providers', 'Manage Funds', 'Manage Visitors', 'Manage WARN Notifications', 'Reports', and 'My Reports'. The main content area has a 'Quick Assist' section showing 'You have 0 saved Provider lists in My Saved Lists.' and 'Here are the 5 most recent Providers you assisted: COLUMBIA STATE COMMUNITY COLLEGE'. Below this is the 'General Criteria' section with various search filters. The 'Provider Name 1' field is highlighted with a red box and contains the text 'Type Institution's Name'. The 'Search' button is at the bottom right.

JOBS4TN.GOV - Provider Search

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

Quick Assist

You have 0 saved Provider lists in [My Saved Lists](#).

Here are the 5 most recent Providers you assisted: COLUMBIA STATE COMMUNITY COLLEGE [Assist](#)

General Criteria

Status: ☐ Active ☐ Inactive ☒ No Selection

Provider ID:

Provider FEID:

Vendor Code:

LWIA / Region:

Provider Name 1:

Provider Name 2:

Service Name:

Provider Type:

Agreement Number:

Green Job Training: ☐ Yes ☐ No ☒ No Selection

Local Area Certified: ☐ Certified ☐ Not Certified ☒ No Selection


Institution Code:

[ More Search Options ]

Search Help

# OCCUPATION/PROGRAM APPROVAL (Cont.)

- Click on Programs



To work with a specific Provider, click on a link in the Action column below.

*\* Indicates required fields.* For help click the question mark icon.


ID	Name	Address	Vendor	Region	Status	Action	Select
16060	ETPL TEST	220 French Landing Drive Nashville, TN 37243	0101	State	Active	<a href="#">Profile</a> <a href="#">Programs</a> <a href="#">Activities</a>	<input type="checkbox"/>

[ [Save Selected Providers](#) ]

New Search Modify Search

# OCCUPATION/PROGRAM APPROVAL (Cont.)

- Click on self service Education Programs and make sure it's on Active Click on the Program

 Use this folder to manage the Provider's program and service information.

[ [Staff Services](#) ]

[+ Provider Profile](#) [+ Provider Programs](#) [+ Provider Activities](#)

[Program Services](#) [Support Services](#) [Contracts](#) **Self Service Education Programs**

Provider: ETPL TEST

Show **Active** services

Self Service Education Program Details

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
<a href="#">ETPL</a>	Any instructional program in vehicle and equipment operation not listed above.	Active	
<b><a href="#">Transportation</a></b> <small>GREEN JOB Training</small>	Any instructional program in vehicle and equipment operation not listed above.	Active	

[Add Self Service Education Program](#)

# OCCUPATION/PROGRAM APPROVAL (Cont.)

- Click Edit confirmation
- Select Yes

**Program / Service Application Confirmation**  
Agreed to the confirmation statement: ☐ Yes  
Submit program for WIOA Approval: ☒ Yes  
[\[ Edit Confirmation \]](#)

**Program / Service Review Status**  
This program / service has not been reviewed.  
WIOA-Program has not been enabled for ITA-Approved Status.  
Review Date:  
Application Status: Applied For  
Review Status: Not Reviewed  
Reapplication Date:  
Eligibility Type:  
Expiration Date:  
[\[ Edit Program Review \]](#)

[Return to Service List](#)

# OCCUPATION/PROGRAM APPROVAL (Cont.)

- Click on Edit Program Review

**Program / Service Review Status**

This program / service has not been reviewed.  
WIOA-Program has not been enabled for ITA-Approved Status.

<b>Review Date:</b>	
<b>Application Status:</b>	Applied For
<b>Review Status:</b>	Not Reviewed
<b>Reapplication Date:</b>	
<b>Eligibility Type:</b>	
<b>Expiration Date:</b>	

[ [Edit Program Review](#) ]

Return to Service List

# OCCUPATION/PROGRAM APPROVAL (Cont.)

- From the dropdown menu select the followings

**Program / Service Review Status**

\*Review Date: 11/30/2017 Today (mm/dd/yyyy)

\*Application Status: WIOA Approved

\*Review Status: Eligible

Reapplication Date: Today (mm/dd/yyyy)

\*Eligibility Type: Continued Eligibility

\*Expiration Date: 11/30/2019 Today (mm/dd/yyyy)

Case Note: [ [Add a new Case Note](#) | [Show Filter Criteria](#) ]

ID	Create Date	Subject	Actions
No data found.			

**Approved Provider Training - ITA Status**

Approved for Provider Training: ☒ Yes, Approved for Training ☐ No, not Approved for Training

# OCCUPATION/PROGRAM APPROVAL (Cont.)

- Go back to self service Education Program you will see WIOA under Active as seen below:

Self Service Education Program Details

To sort on any column, click a column title.

<u>Service Name</u>	<u>Service Description</u>	<u>Status</u>	<u>Review Status</u>
<a href="#">ETPL</a>	Any instructional program in vehicle and equipment operation not listed above.	Active	
<a href="#">Transportation</a> GREEN JOB Training	Any instructional program in vehicle and equipment operation not listed above.	Active WIOA	Eligible

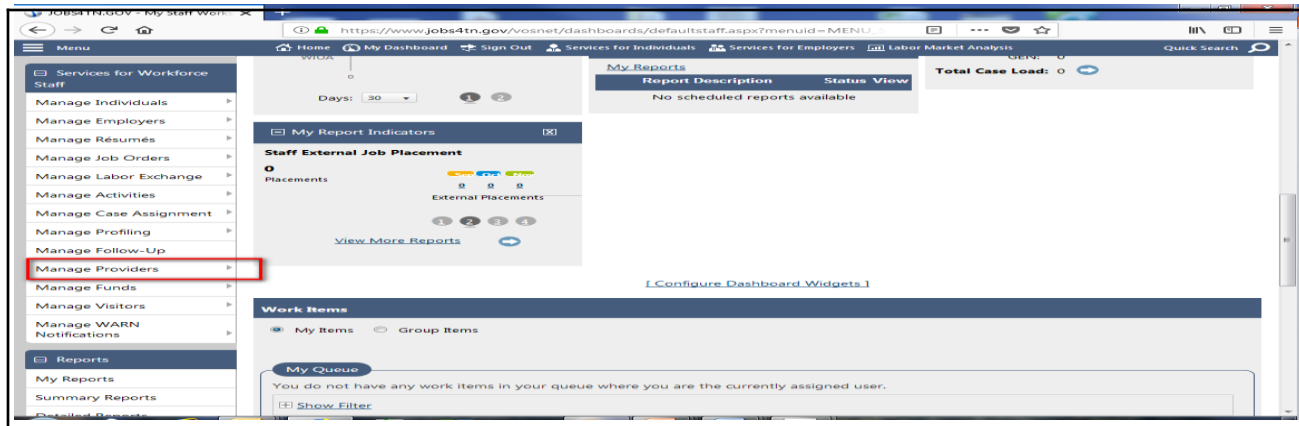
Add Self Service Education Program

# HOW TO CREATE A SATELLITE CAMPUS

- Log into Jobs4tn



- Select Manage Provider





# HOW TO CREATE A SATELLITE CAMPUS

- Select Assist a Provider

Manage Follow-Up	
Manage Providers	Create a Provider
Manage Funds	Assist a Provider
Manage Visitors	Manage Program Reapplication
Manage WARN Notifications	Provider Certification
Reports	Program Certification
My Reports	Create a Provider User
Summary Reports	Approve Providers
Detailed Reports	

- Enter Provider Click Search

JOBS4TN.GOV - Provider Search

https://www.jobs4tn.gov/vosnet/Provider/ProviderSearch.aspx

Menu

My Staff Account

Directory of Services

Services for Workforce Staff

Manage Individuals

Manage Employers

Manage Résumés

Manage Job Orders

Manage Labor Exchange

Manage Activities

Manage Case Assignment

Manage Profiling

Manage Follow-Up

Manage Providers

Manage Funds

Manage Visitors

Manage WARN Notifications

Reports

My Reports

Quick Assist

You have 0 saved Provider lists in My Saved Lists.

Here are the 5 most recent Providers you assisted: COLUMBIA STATE COMMUNITY COLLEGE Assist

General Criteria

Status: ☐ Active ☐ Inactive ☒ No Selection

Provider ID:

Provider FEID:

Vendor Code:

LWIA / Region:

Provider Name 1:

Provider Name 2:

Service Name:

Provider Type:

Agreement Number:

Green Job Training: ☐ Yes ☐ No ☒ No Selection

Local Area Certified: ☐ Certified ☐ Not Certified ☒ No Selection

Institution Code:


[ More Search Options ]

Search

Help

# HOW TO CREATE A SATELLITE CAMPUS

- Select Profile

 **TN.GOV**  
TENNESSEE GOVERNMENT

To work with a specific Provider, click on a link in the Action column below.


\* Indicates required fields. ? For help click the question mark icon.

ID	Name	Address	Vendor	Region	Status	Action	Select
	<b>Provider</b>		9-4240-1	State	Active	<a href="#">Profile</a> <a href="#">Programs</a> <a href="#">Activities</a>	<input type="checkbox"/>

[ [Save Selected Providers](#) ]


[New Search](#) [Modify Search](#)


- Select Location


 **TN.GOV**  
TENNESSEE GOVERNMENT


Use this folder to manage the Provider's general information.


[ [Staff Services](#) ]


 **Provider Profile**


 [General](#)


 [Locations](#)


 [Contacts](#)


 [Case Notes](#)


 [Documents](#)


 **Provider Programs**

 [Program Services](#)

 [Support Services](#)

 [Contracts](#)

 [Self Service Education Programs](#)

 **Provider Activities**

General

**Locations**

Contacts

Case Notes

Documents

# HOW TO CREATE A SATELLITE CAMPUS

- Click Add Location

Provider:

Status:

Provider's Location Details

Location ID	Location Name	Primary Address	Contacts	Active	Action
486	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active	<a href="#">Edit</a> <a href="#">Contacts</a>

# HOW TO CREATE A SATELLITE CAMPUS

- Complete all the Red Marks then save

\* indicates required fields. For help click the question mark icon.

**Provider Location Information**

\* Status: ☐ Active ☐ Inactive

\* Vendor ID:  [ [Populate with Provider's Vendor ID](#) ]

\* Location Name 1:

Location Name 2:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip:

URL:

**Billing Address Information**

Populate the Billing Address from: [Above Address](#) | [Provider's Main Address](#) | [Provider's Billing Address](#)

\* Billing Address 1:

Billing Address 2:

\* Billing City:

\* Billing State:

\* Billing Zip:

\* Attention:

**Mailing Address Information**

Populate the Mailing Address from: [Above Address](#) | [Above Billing Address](#) | [Provider's Main Address](#) | [Provider's Billing Address](#) | [Provider's Mailing Address](#)

\* Mailing Address 1:

Mailing Address 2:

\* Mailing City:

\* Mailing State:

\* Mailing Zip:

\* Mailing Attention:

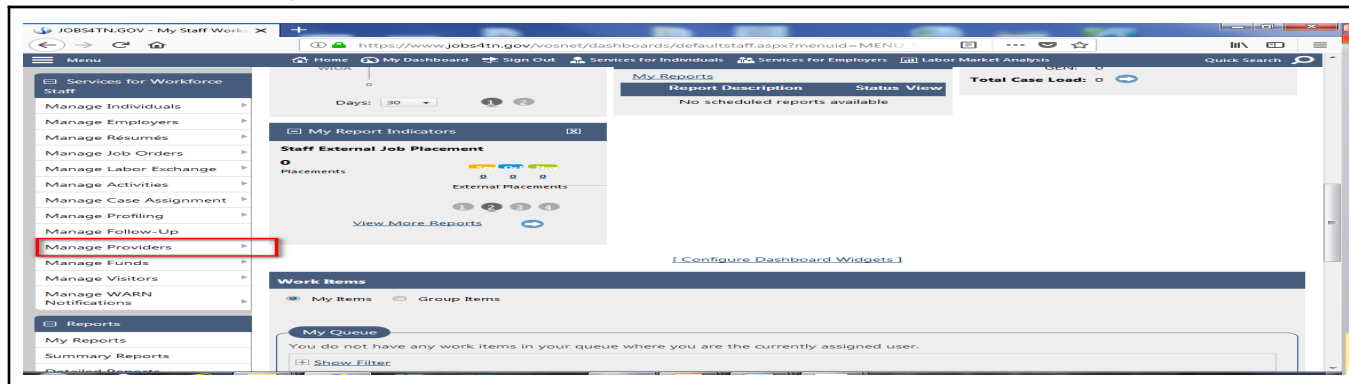
[Save](#) [Cancel](#) [Help](#)

# PROVIDER CERTIFICATION

- LOGGINTO Jobs4tn

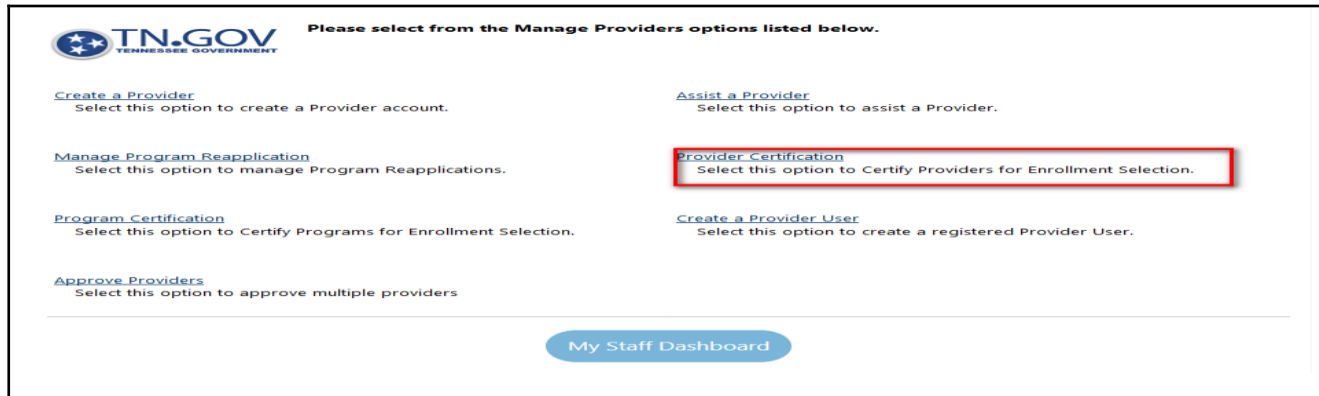


- Click Manage Provider



# PROVIDER CERTIFICATION (Cont.)

- Click Provider Certification



The screenshot shows the 'Manage Providers' section of the TN.GOV website. The header includes the TN.GOV logo and the instruction: 'Please select from the Manage Providers options listed below.' There are six links with descriptions: 'Create a Provider' (to create an account), 'Assist a Provider' (to assist a provider), 'Manage Program Reapplication' (to manage reapplications), 'Provider Certification' (highlighted with a red box, to certify providers for enrollment), 'Program Certification' (to certify programs for enrollment), and 'Create a Provider User' (to create a registered provider user). At the bottom is a 'My Staff Dashboard' button.

- Enter the name of Institution click search



The screenshot shows the 'Provider Search' page on TN.GOV. The header includes the TN.GOV logo and the instruction: 'Please click a link on one of the tabs below to choose the method you wish to use to select training and education providers.' There are two tabs: 'Provider Search' (active) and 'Provider Listing'. Below the tabs is a search criteria form. The form includes a text input for 'Name of Institution' (highlighted with a red box), a dropdown for 'Area' (set to 'Tennessee'), a dropdown for 'Keyword' (set to 'None Selected'), a dropdown for 'Provider Ownership' (set to 'Any Ownership'), and a dropdown for 'Program provides training for Green Jobs?' (set to 'None Selected'). There is also a 'Reset Criteria' link. At the bottom is a 'Search' button (highlighted with a red box) and a 'Help' button.

# PROVIDER CERTIFICATION (Cont.)

- The Certified ones will have a green mark the ones that need to recertify would have a red mark .
- Select the Red X then click Switch Certification for LWIA as showing below

The screenshot shows the TN.gov website's Provider Search results. The page has a navigation bar with links like Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. Below the navigation bar, there's a section for Provider Search and Provider Listing. The Search Results section displays a table of providers. The table has columns for Provider, City, State, Zip Code, Cert, and Select. The first row shows a provider with a green checkmark in the Cert column, indicating it is certified. A red box highlights the text 'Provider names Removed for Training Purposes' and a green checkmark. A red arrow points from the text 'Green = Certify' to the green checkmark. Below the table, there's a button labeled 'Switch Certification for LWIA'.

Provider	City	State	Zip Code	Cert	Select
Provider names Removed for Training Purposes				✓	<input type="checkbox"/>
				✗	<input type="checkbox"/>
				✗	<input type="checkbox"/>
				✗	<input type="checkbox"/>

Green = Certify

Switch Certification for LWIA

# PROGRAMS CERTIFICATION

- Visit Jobs4tn



- Click Manage Provider





# PROGRAMS CERTIFICATION (Cont.)

- Click Program Certification then click on TN
- Select State as the new Area enter program name

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the *Search* button.

**Program Certification Search Criteria**

Area (click to change): **Tennessee**

Select New Area: **State** **Tennessee**

[ Select by Map ]

Keyword (e.g. Accounting): **Enter Program Name**

[ Keyword Search Options ]

Program Classification: **Any Group**

[ Select specific program ]

Qualification: **Any Qualification**

Maximum Total Cost: **Any Cost**

Program is eligible for financial assistance under the Workforce Innovation & Opportunity Act (WIOA) ? **None Selected**

Program provides training for Green Jobs? **None Selected**

Day or Night Classes: **Any Class**

Add indicator for programs recently added within the past: **None Selected**

[ Reset Criteria ]

**Search**

- Select the program click Switch Certification for LWIA

<b>ADMINISTRATIVE DENTAL ASSISTANT (ONLINE)</b> WIOA		Memphis	TN	Needs to switch to Green to recertify	4
ADMINISTRATIVE PROFESSIONAL TECHNOLOGY - BUSINESS OFFICE WIOA	Associate's Degree	Blountville	TN	✓	2

**Switch Certification for LWIA**

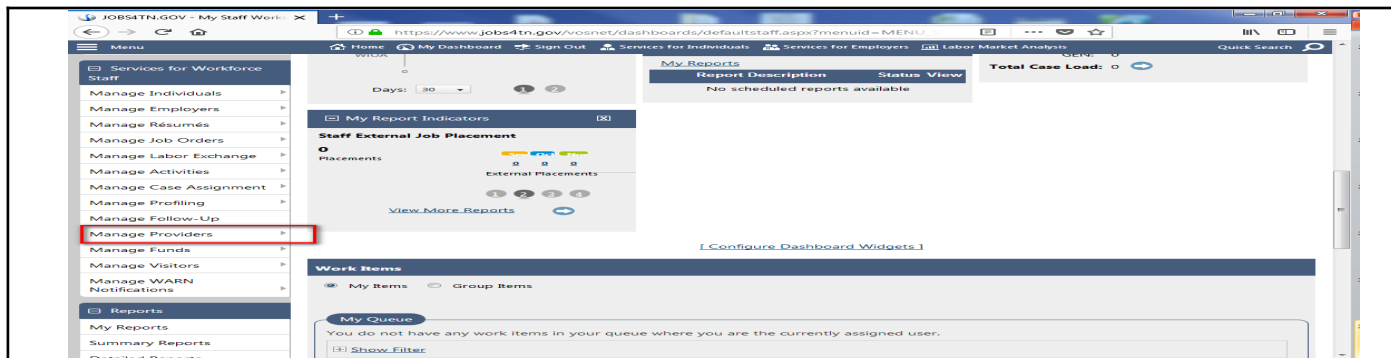
Page 1 Of 20 Rows 10

# APPRENTICESHIP PROGRAMS CERTIFICATION

- LOGINTO jobs4tn

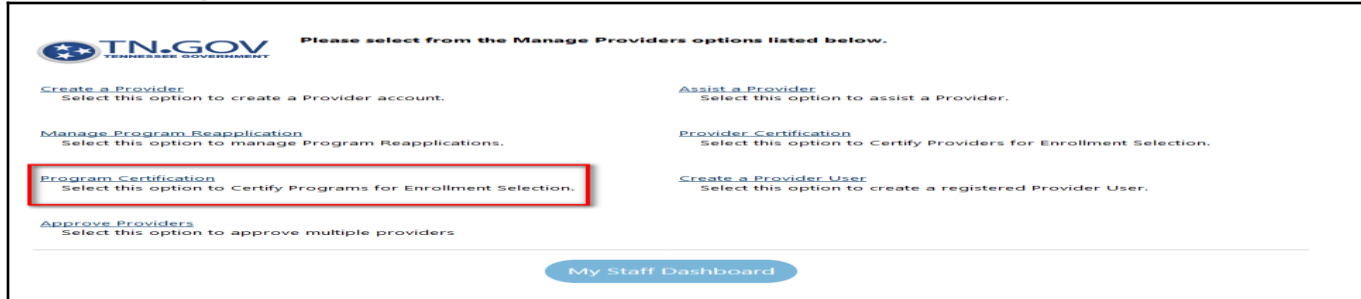


- Click Manage Provider

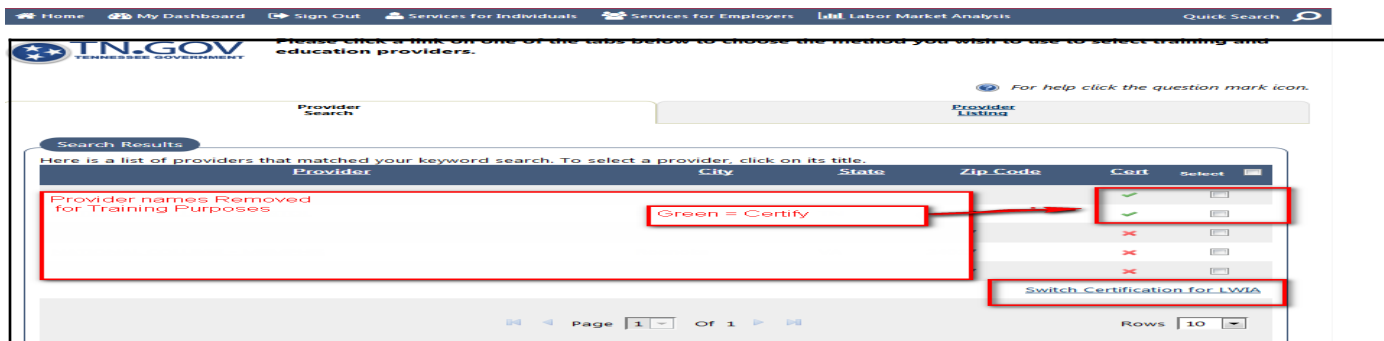


# APPRENTICESHIP PROGRAMS CERTIFICATION (Cont.)

- Click Program Certification

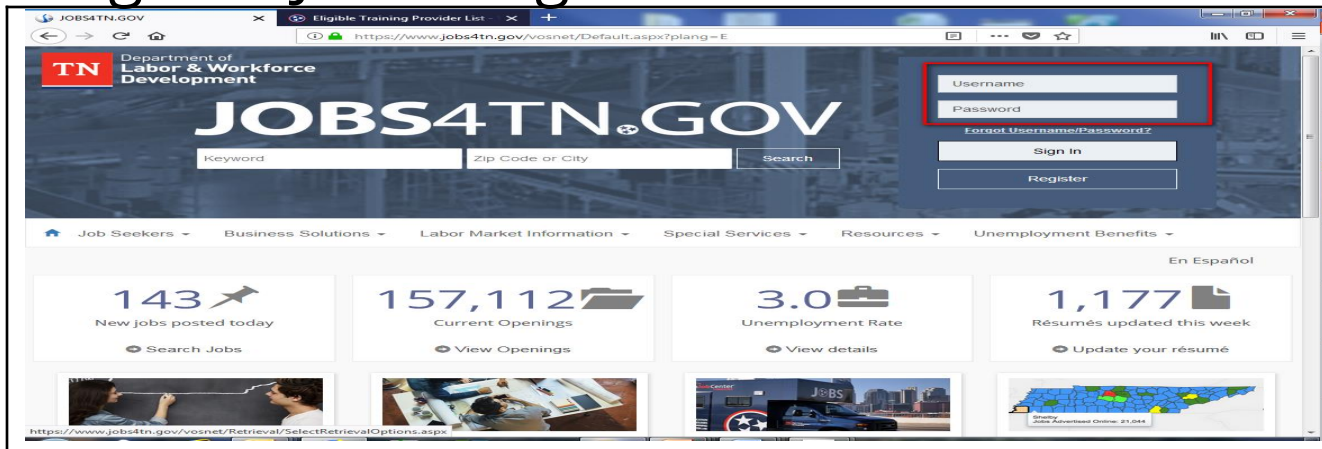


- Certified ones will have a green mark the ones that need to recertify would have a red mark
- Select the Red X then click Switch Certification for LWIA as showing below

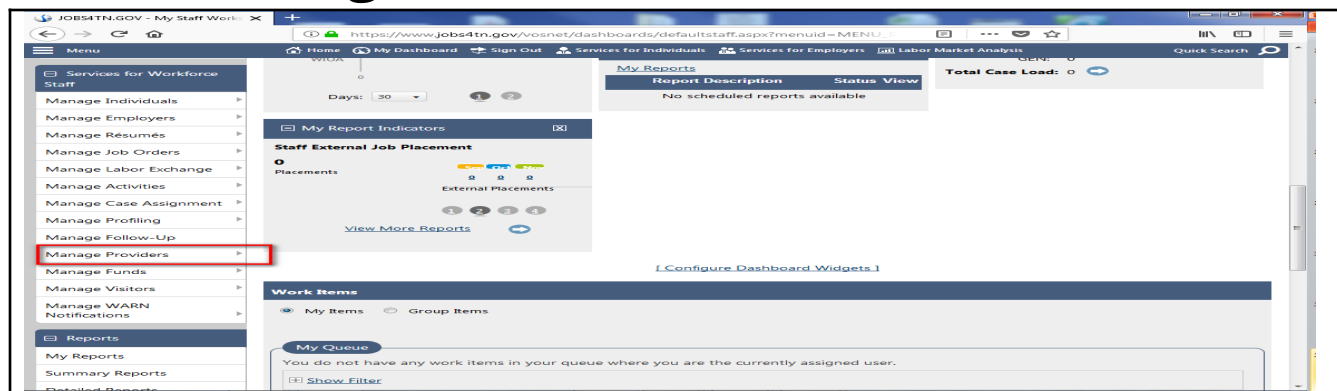


# PROGRAMS EXPIRE AND RE-APPROVE

- Log into Jobs4tn.gov

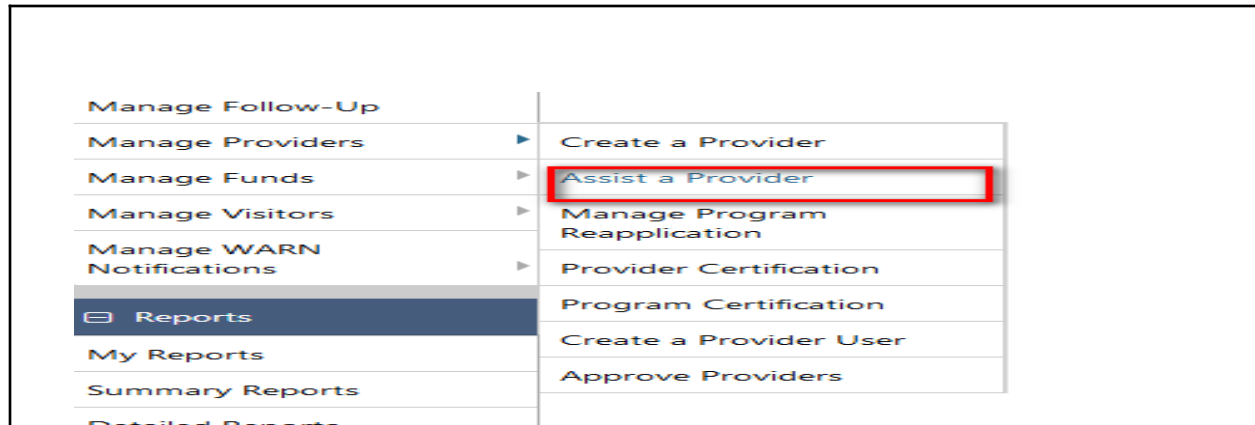


- Click Manage Provider

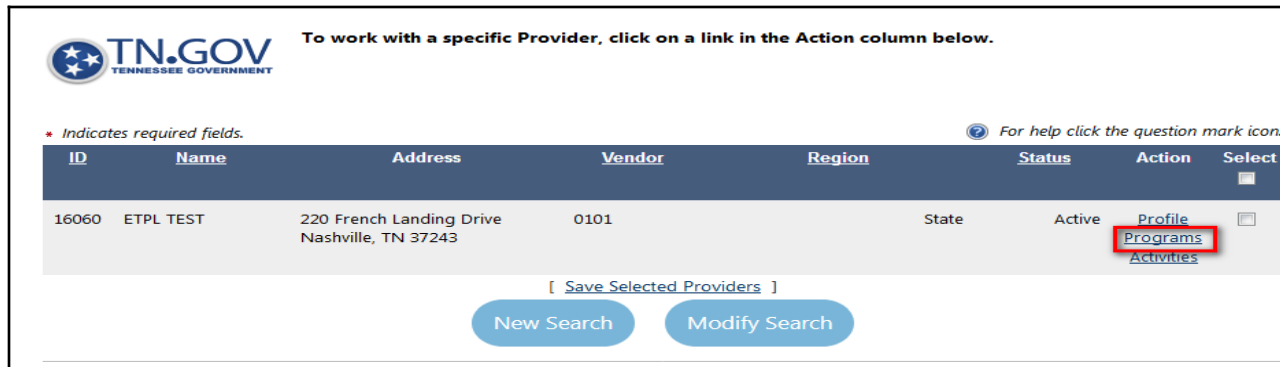


# PROGRAMS EXPIRE AND RE-APPROVE (Cont.)

- Assist a Provider



- Click on Programs



# PROGRAMS EXPIRE AND RE-APPROVE (Cont.)

- Under Self service Education click on Program

<u>Service Name</u>	<u>Service Description</u>	<u>Status</u>	<u>Review Status</u>
<a href="#">Nurse Assistant</a>	A program that prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.	Inactive <a href="#">REAPP</a> <a href="#">WIOA</a>	Eligible

Add Self Service Education Program

- Scroll down to

**Program / Service Application Confirmation**

Agreed to the confirmation statement: ☒ Yes  
Submit program for WIOA Approval: ☒ Yes  
[\[ Edit Confirmation \]](#)

**Program / Service Review Status**

This program / service has not been reviewed.  
WIOA-Program has not been enabled for ITA-Approved Status.


Review Date: \_\_\_\_\_  
Application Status: Applied For  
Review Status: Not Reviewed  
Reapplication Date: \_\_\_\_\_  
Eligibility Type: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
[\[ Edit Program Review \]](#)


[Return to Service List](#)


# PROGRAMS EXPIRE AND RE-APPROVE (Cont.)


- Click on Edit Program Review


**Program / Service Review Status**


\*Review Date: 11/30/2017  Today (mm/dd/yyyy)

\*Application Status: WIOA Approved 

\*Review Status: Eligible 

Reapplication Date:  Today (mm/dd/yyyy)

\*Eligibility Type: Continued Eligibility 

\*Expiration Date: 11/30/2019  Today (mm/dd/yyyy)

Case Note: [Add a new Case Note](#) | [Show Filter Criteria](#)

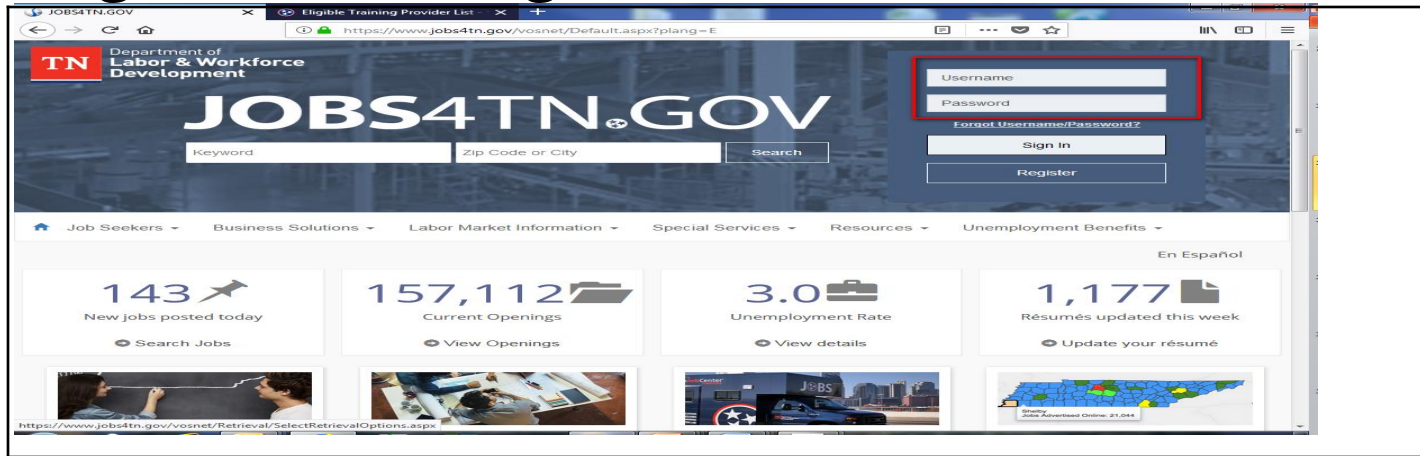
ID	Create Date	Subject	Actions
No data found.			

**Approved Provider Training - ITA Status**

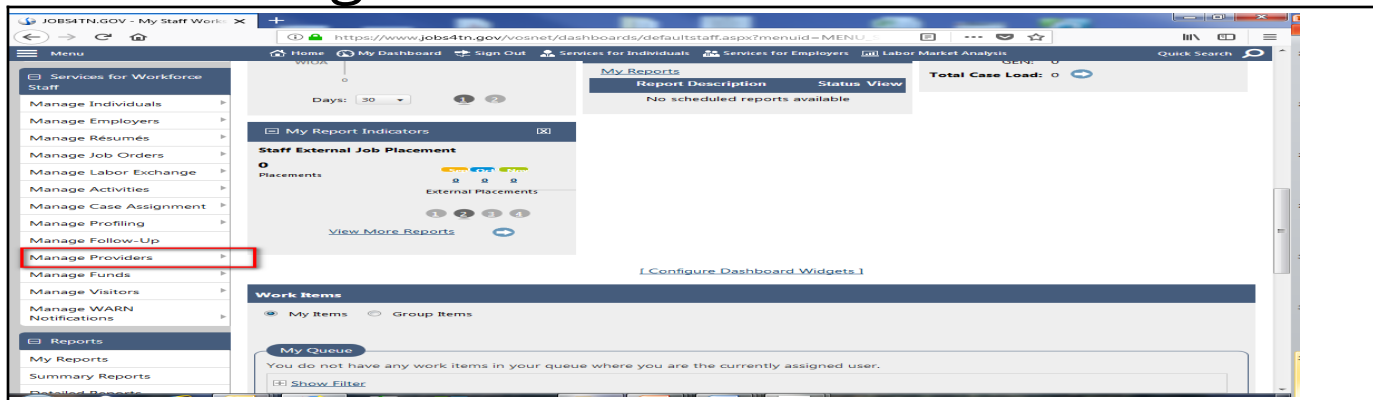
Approved for Provider Training: ☒ Yes, Approved for Training ☐ No, not Approved for Training

# DEACTIVATION INSTITUTIONS & PROGRAMS

- Log into Jobs4tn.gov



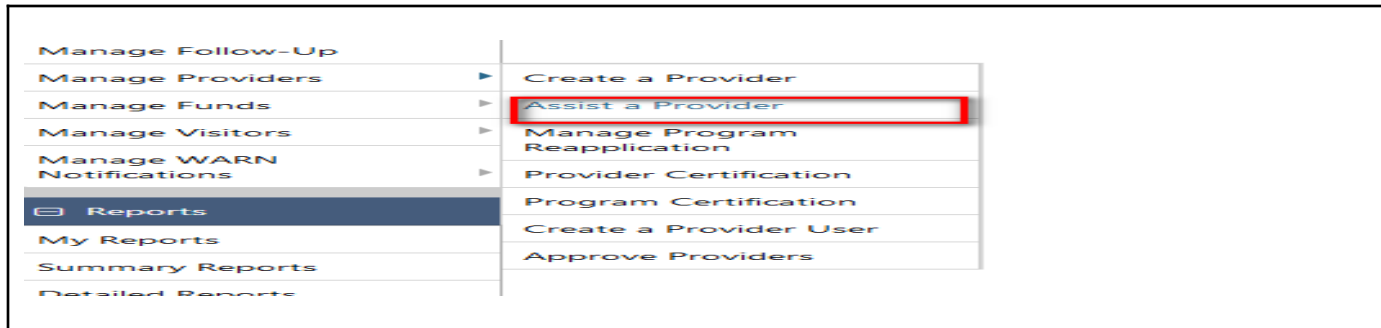
- Click Manage Provider







# DEACTIVATION INSTITUTIONS & PROGRAMS (Cont.)

- Assist a Provider



- Select Profile

 To work with a specific Provider, click on a link in the Action column below.

\* Indicates required fields.  For help click the question mark icon.

ID	Name	Address	Vendor	Region	Status	Action	Select
15100	Institution Name	3250 Dickerson Pike Nashville, TN 37207	090001	State	Active	<a href="#">Profile</a> <a href="#">Programs</a> <a href="#">Activities</a>	<input type="checkbox"/>

[ [Save Selected Providers](#) ]

[New Search](#) [Modify Search](#)

# DEACTIVATION INSTITUTIONS & PROGRAMS (Cont.)

- Select Inactive

\* indicates required fields.

**Provider Information**

**Provider ID:** 15100

\* **Status:** ☐ Active ☒ Inactive

\* **LWIA Region:**  ▼

Then Click Save

- Click on the Program

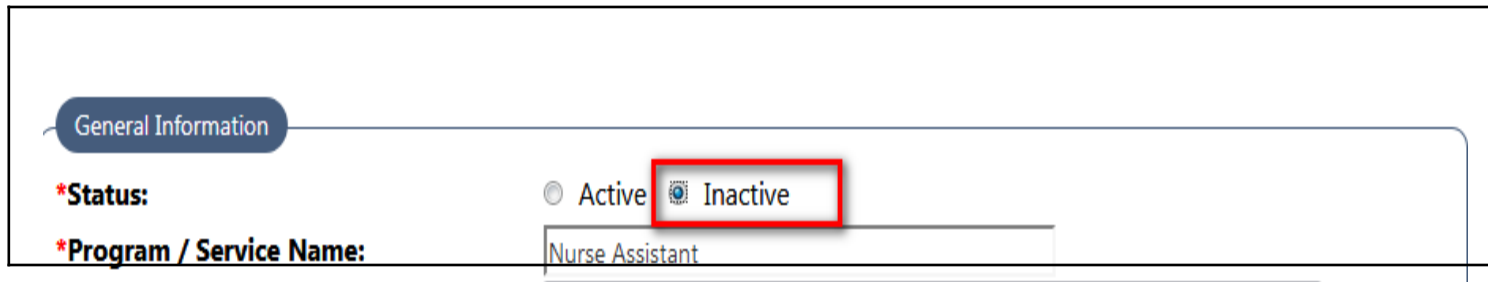
<u>Service Name</u>	<u>Service Description</u>	<u>Status</u>
<a href="#">Nurse Assistant</a>	A program that prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.	Active WIOA

# DEACTIVATION INSTITUTIONS & PROGRAMS (Cont.)

- Click Edit Program /Service Details

A screenshot of a web interface showing a button labeled "[ Edit Program / Service Details ]" in blue text with a red border, centered within a white rectangular box.

- Under General Information Click change the status to Inactive

A screenshot of the "General Information" section of a web form. The "General Information" tab is selected. The "\*Status:" field has two radio buttons: "Active" and "Inactive". The "Inactive" radio button is selected and highlighted with a red border. The "\*Program / Service Name:" field contains the text "Nurse Assistant".

- Then Click Save

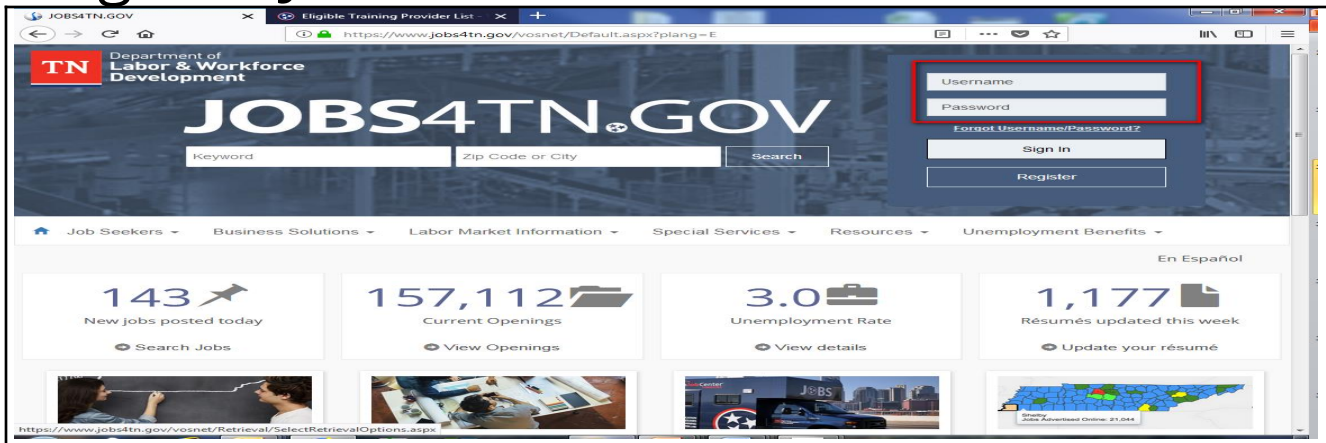
A screenshot of a web interface showing two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red border.

# DAILY EMAIL NOTIFICATIONS FROM VOS

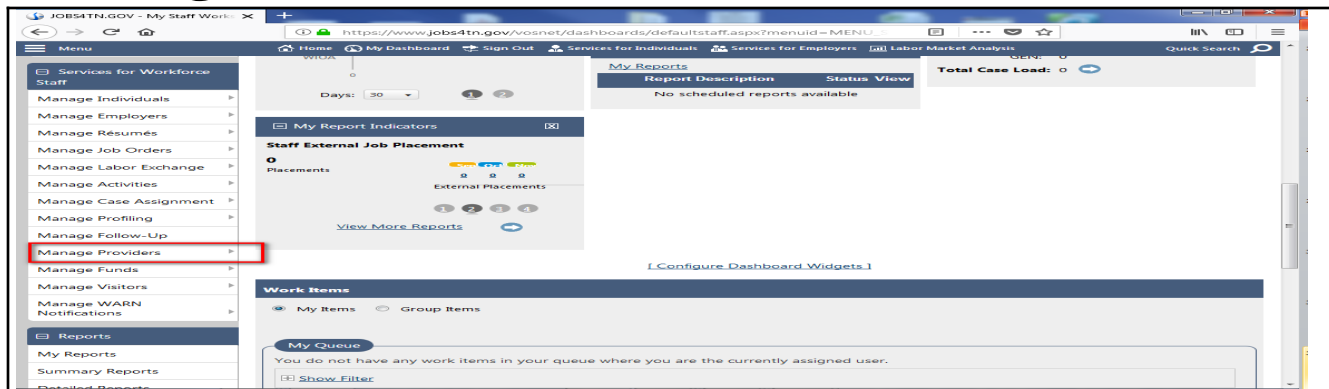
- Program Review Change status
- Provider User Registration Notification
- Provider change Notification
- Program change Notification- Staff Review
- Provider Change Notification- Informal

# PROGRAM NOT REVIEWED WITHIN 10 DAYS

- Log into Jobs4tn

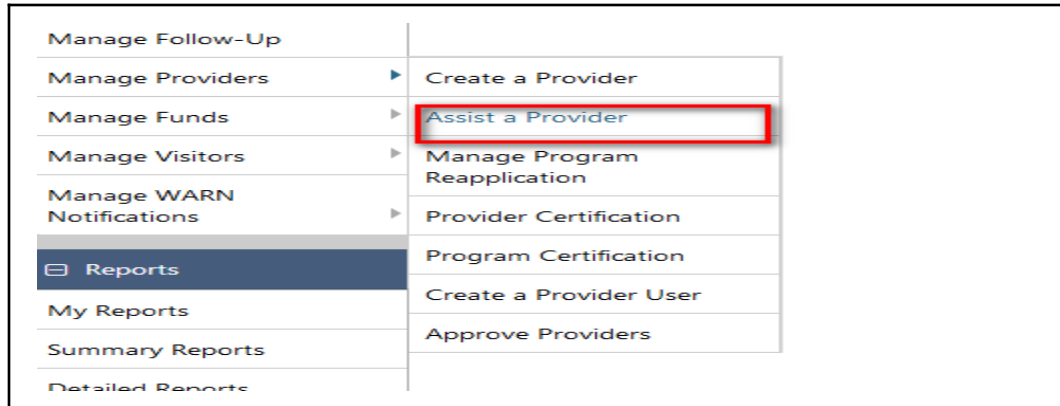


- Manage Provider



# PROGRAM NOT REVIEWED WITHIN 10 DAYS (Cont.)

- Assist a provider




- Under General Criteria enter Provider Name

A screenshot of the 'Provider Search' form in the JOBS4TN.GOV system. The 'General Criteria' section is active, and the 'Provider Name 1' field is highlighted with a red rectangular box. The form includes fields for Status (Active, Inactive, No Selection), Provider ID, Provider FEID, Vendor Code, LWIA / Region (None Selected), Provider Name 1 (Type Institution's Name), Provider Name 2, Service Name, Provider Type (None Selected), Agreement Number, Green Job Training (Yes, No, No Selection), Local Area Certified (Certified, Not Certified, No Selection), and Institution Code. A 'Quick Assist' section at the top shows a search for 'COLUMBIA STATE COMMUNITY COLLEGE'. A 'Search' button is at the bottom right.

# PROGRAM NOT REVIEWED WITHIN 10 DAYS (Cont.)

- Click on Program

 **TN.GOV**  
TENNESSEE GOVERNMENT

To work with a specific Provider, click on a link in the Action column below.


\* Indicates required fields. For help click the question mark icon.

ID	Name	Address	Vendor	Region	Status	Action	Select
16060	ETPL TEST	220 French Landing Drive Nashville, TN 37243	0101	State	Active	<a href="#">Profile</a> <a href="#">Programs</a> <a href="#">Activities</a>	<input type="checkbox"/>

[ [Save Selected Providers](#) ]

[New Search](#) [Modify Search](#)

- Always Make sure it's on self-service Education

 **TN.GOV**  
TENNESSEE GOVERNMENT

Use this folder to manage the Provider's program and service information.

[ Staff Services ]

[Provider Profile](#) [Provider Programs](#) [Provider Activities](#)

[Program Services](#) [Support Services](#) [Contracts](#) [Self Service Education Programs](#)

Provider: ETPL TEST

Show [Active](#) services

Self Service Education Program Details

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
ETPL	Any instructional program in vehicle and equipment operation not listed above.	Active	
<a href="#">Transportation</a>	Any instructional program in vehicle and equipment operation not listed above.	Active	
<a href="#">GREEN JOB TRAINING</a>			

[Add Self Service Education Program](#)

# PROGRAM NOT REVIEWED WITHIN 10 DAYS (Cont.)

- Click on Edit confirmation under Program Service Application confirmation Select Yes

**Program / Service Application Confirmation**  
Agreed to the confirmation statement: ☒ Yes  
Submit program for WIOA Approval: ☒ Yes  
[\[ Edit Confirmation \]](#)

**Program / Service Review Status**  
This program / service has not been reviewed.  
*WIOA-Program has not been enabled for ITA-Approved Status.*  
Review Date:  
Application Status: Applied For  
Review Status: Not Reviewed  
Reapplication Date:  
Eligibility Type:  
Expiration Date:  
[\[ Edit Program Review \]](#)

[Return to Service List](#)

- Click on Edit Program Review

**Program / Service Review Status**  
This program / service has not been reviewed.  
*WIOA-Program has not been enabled for ITA-Approved Status.*  
Review Date:  
Application Status: Applied For  
Review Status: Not Reviewed  
Reapplication Date:  
Eligibility Type:  
Expiration Date:  
[\[ Edit Program Review \]](#)

[Return to Service List](#)



# PROGRAM NOT REVIEWED WITHIN 10 DAYS (Cont.)

- Can either be approved the program or put it on Hold
- To approve Scroll all the way down to Program /Service Review Status From the dropdown menu select the followings:

**Program / Service Review Status**

\*Review Date: 11/30/2017 Today (mm/dd/yyyy)

\*Application Status: WIOA Approved

\*Review Status: Eligible

Reapplication Date: Today (mm/dd/yyyy)

\*Eligibility Type: Continued Eligibility

\*Expiration Date: 11/30/2019 Today (mm/dd/yyyy)

Case Note: [ Add a new Case Note | Show Filter Criteria ]

ID	Create Date	Subject	Actions
No data found.			

**Approved Provider Training - ITA Status**

Approved for Provider Training: ☒ Yes, Approved for Training ☐ No, not Approved for Training

- Go back to self service Education Program you will see WIOA under Active as seen below:

**Self Service Education Program Details**

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
<a href="#">ETPL</a>	Any instructional program in vehicle and equipment operation not listed above.	Active	
<a href="#">Transportation</a> <a href="#">GREEN JOB Training</a>	Any instructional program in vehicle and equipment operation not listed above.	Active WIOA	Eligible

[Add Self Service Education Program](#)

# PROGRAM NOT REVIEWIED WITHIN 10 DAYS (Cont.)

- To put on Hold until the next Board meeting

**Program / Service Review Status**

WIOA-Program has not been enabled for ITA-Approved Status.

\*Review Date: 11/30/2017 Today (mm/dd/yyyy)

\*Application Status: Applied For

\*Review Status: On Hold

Reapplication Date: Today (mm/dd/yyyy)

\*Eligibility Type: Initial Eligibility

\*Expiration Date: 02/20/2018 Today (mm/dd/yyyy)

Case Note: [Add a new Case Note](#) [Show Filter Criteria](#)

ID	Create Date	Subject	Actions
No data found.			

**Approved Provider Training - ITA Status**

Approved for Provider Training:

☐ Yes, Approved for Training

☐ No, not Approved for Training

[Save](#) [Cancel](#)

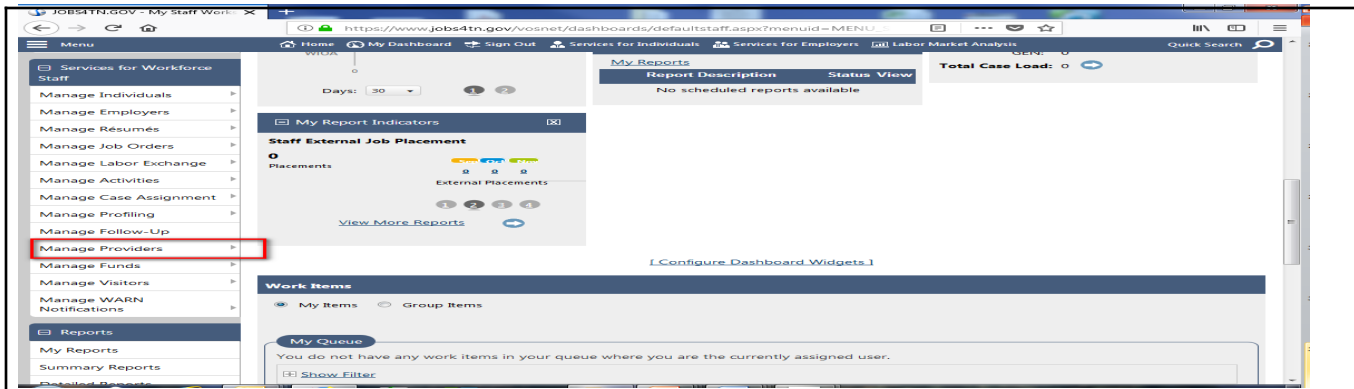
# PROVIDER USER REGISTRATION

- Log into



The screenshot shows the homepage of JOBS4TN.GOV, the Department of Labor & Workforce Development. The main header features the site logo and a search bar with fields for 'Keyword' and 'Zip Code or City'. On the right side, there is a login and registration section with a red box highlighting the 'Username' and 'Password' input fields. Below these fields are links for 'Forgot Username/Password?', 'Sign In', and 'Register'. The page also displays several statistics: 143 New jobs posted today, 157,112 Current Openings, 3.0 Unemployment Rate, and 1,177 Résumés updated this week. A navigation menu at the bottom includes links for Job Seekers, Business Solutions, Labor Market Information, Special Services, Resources, and Unemployment Benefits.

- Manage Provider



The screenshot shows the 'My Staff Work' dashboard on JOBS4TN.GOV. The left sidebar contains a 'Menu' with various options, including 'Manage Providers' which is highlighted with a red box. The main content area displays 'My Report Indicators' and 'Staff External Job Placement' statistics. There is also a 'Work Items' section at the bottom. The dashboard includes a 'Quick Search' bar and a 'Total Case Load' indicator.

# PROVIDER USER REGISTRATION (Cont.)

- Enter User Name or the person's created the account

The screenshot shows the 'Provider Users' registration form. The 'Search Mode' is set to 'Provider Users'. The 'Search For' field is empty. The 'Quick Assist' section shows the 5 most recent Provider Users assisted: ETPLTEST (ETPLTest). The 'Provider User Criteria' section includes fields for User Access Status (None Selected), User Name (Enter User Name or), Institution (Institution Name or), First Name (Contact Name), Last Name, Provider FEID, Email, and Phone. The 'Search' button is highlighted with a red box.

- Click on Access if it is a New Institution

The screenshot shows the 'Provider User' profile table. The table has columns: User Name, Name, Institution, Address, Region, Status, and Action. The first row shows a user with 'User Name' 'Removed for Training Purposes', 'Status' 'Pending Access', and 'Action' 'Assist Access'. The 'Assist Access' button is highlighted with a red box.

User Name	Name	Institution	Address	Region	Status	Action
Removed for Training Purposes					Pending Access	Assist Access

# PROVIDER USER REGISTRATION (Cont.)

- Click View Registration to Check if it is a Legitimate Provider, Then change Pending to Active click save

The screenshot displays a web application interface for provider user registration. The top navigation bar includes links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, Labor Market Analysis, and a Quick Search function. A note indicates that red asterisks denote required fields. The main form is divided into two sections: 'Provider User Information' and 'Provider User Access Rights'. In the 'Provider User Information' section, the 'Institution Name' field is highlighted with a red box and contains the text 'Removed For Training Purposes'. The 'Pending Access' date is listed as 10/02/2017. In the 'Provider User Access Rights' section, the 'View registration' button is highlighted with a red box. Below it, the 'Institution Access' field shows 'Heart to Heart' with a search icon. The 'Access Rights' dropdown menu is open, showing 'Active' as the selected option, which is also highlighted with a red box. At the bottom of the form, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box. A 'Return to Directory of Services' link is located at the very bottom.

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

\* Indicates required fields. For help click the question mark icon.

**Provider User Information**

Provider Username:  
Institution Name: Removed For Training Purposes  
Contact Name:  
Current Access Rights:  
Access Rights Date: Pending Access 10/02/2017

**Provider User Access Rights**

Institution Access: Heart to Heart [Search for Institution | Remove | Provider User Registration included Institution Details]

\* Access Rights: Active  
\* Comments:

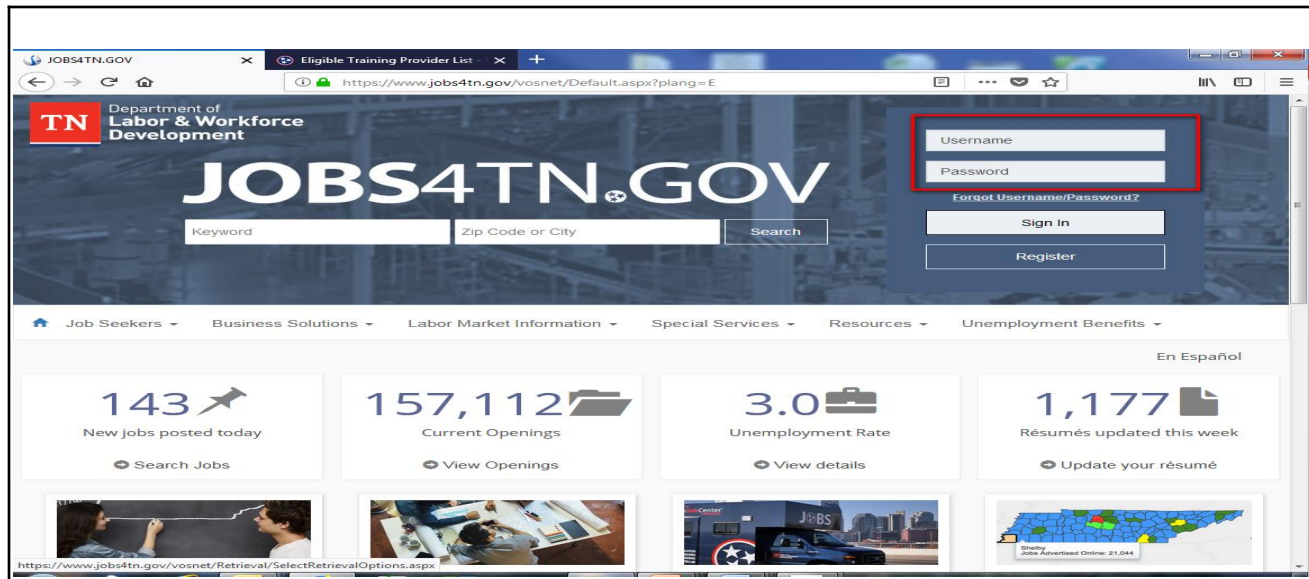
View registration | Reset Provider User Information

Save Cancel

Return to Directory of Services

# PROVIDER USER REGISTRATION (Cont.)

- If it is an Existing Provider Log into Jobs4tn



The screenshot displays the Jobs4TN.GOV website interface. At the top, the browser address bar shows the URL <https://www.jobs4tn.gov/vosnet/Default.aspx?plang=E>. The page header includes the TN Department of Labor & Workforce Development logo and the text "JOBS4TN.GOV". Below the header, there is a search bar with fields for "Keyword" and "Zip Code or City", and a "Search" button. To the right of the search bar, there is a login and registration section. This section contains a red-bordered box around the "Username" and "Password" input fields. Below these fields are links for "Forgot Username/Password?", a "Sign In" button, and a "Register" button. The main content area features a navigation menu with links to "Job Seekers", "Business Solutions", "Labor Market Information", "Special Services", "Resources", and "Unemployment Benefits". Below the navigation menu, there are four statistics cards: "143 New jobs posted today" with a "Search Jobs" link, "157,112 Current Openings" with a "View Openings" link, "3.0 Unemployment Rate" with a "View details" link, and "1,177 Résumés updated this week" with an "Update your résumé" link. At the bottom, there are four small images: a person writing on a chalkboard, a person working at a desk, a car with a "JOBS" sign, and a map of Tennessee with a "JOBS" sign.

# PROVIDER USER REGISTRATION (Cont.)

- Click Manage Provider



- Enter User Name or the person's created the account

A screenshot of the 'Search Mode' form in the JOBS4TN.GOV system. The 'Search For:' section has two radio buttons: 'Providers' and 'Provider Users'. The 'Provider Users' button is selected and highlighted with a red box. Below this, there is a 'Quick Assist' section showing recent provider users. The 'Provider User Criteria' section contains several input fields: 'User Access Status' (a dropdown menu), 'User Name' (a text field), 'Institution' (a text field), 'First Name' (a text field), 'Last Name' (a text field), 'Provider FEID' (a text field), 'Email' (a text field), and 'Phone' (a text field). The 'Institution' field is highlighted with a red box. At the bottom, there is a 'Search' button, also highlighted with a red box. A 'Help' button is located in the bottom right corner.

# PROVIDER USER REGISTRATION (Cont.)

- Click on Access

The screenshot shows the TN.GOV website with a navigation bar at the top. Below the navigation bar, there is a header section with the TN.GOV logo and a message: "To modify the Provider User profile or programs, click Assist in the Action column below. To modify the Provider User's access to the system, click Assist." Below this, there is a table with columns: User Name, Name, Institution, Address, Region, Status, and Action. The first row in the table has a red box around the "Removed for Training Purposes" text in the Name column, and another red box around the "Assist Access" link in the Action column. Below the table, there are buttons for "New Search" and "Modify Search". At the bottom, there is a footer with links for "Privacy Statement", "Disclaimer", "Terms of Use", "Accessibility", "Recommended Settings", "EEO", "Protect Yourself", "About this Site", and "Contact Us".

User Name	Name	Institution	Address	Region	Status	Action
	Removed for Training Purposes				Pending Access	Assist Access

- Change Pending Access to Active

The screenshot shows the TN.GOV website with a navigation bar at the top. Below the navigation bar, there is a header section with the TN.GOV logo and a message: "To modify the Provider User profile or programs, click Assist in the Action column below. To modify the Provider User's access to the system, click Assist." Below this, there is a form titled "Provider User Information" with fields for "Provider Username:", "Institution Name:", "Institution Code/BPA#:", "Contact Name:", "Current Access Rights:", and "Access Rights Date:". The "Institution Name" field has a red box around the text "Removed for Training Purposes". Below the "Provider User Information" section, there is a section titled "Provider User Access Rights" with a "View registration" link and a "Reset Provider User Information" link. Below these links, there is a "Provider User Access Rights" section with a "Heart to Heart" button, a "Search for Institution" button, and a "Remove" button. Below these buttons, there is a dropdown menu with "Active" selected, which has a red box around it. At the bottom, there are "Save" and "Cancel" buttons, with the "Save" button having a red box around it. Below the "Save" and "Cancel" buttons, there is a "Return to Directory of Services" button.

Provider User Information:

Provider Username: [Redacted]  
Institution Name: Removed for Training Purposes  
Institution Code/BPA#: [Redacted]  
Contact Name: [Redacted]  
Current Access Rights: Pending Access  
Access Rights Date: 10/02/2017

Provider User Access Rights:

View registration | Reset Provider User Information

Heart to Heart  
[ Search for Institution | Remove ]  
(Provider User Registration included Institution Details)

Access Rights: Active  
Comments: [Redacted]

Save Cancel

Return to Directory of Services

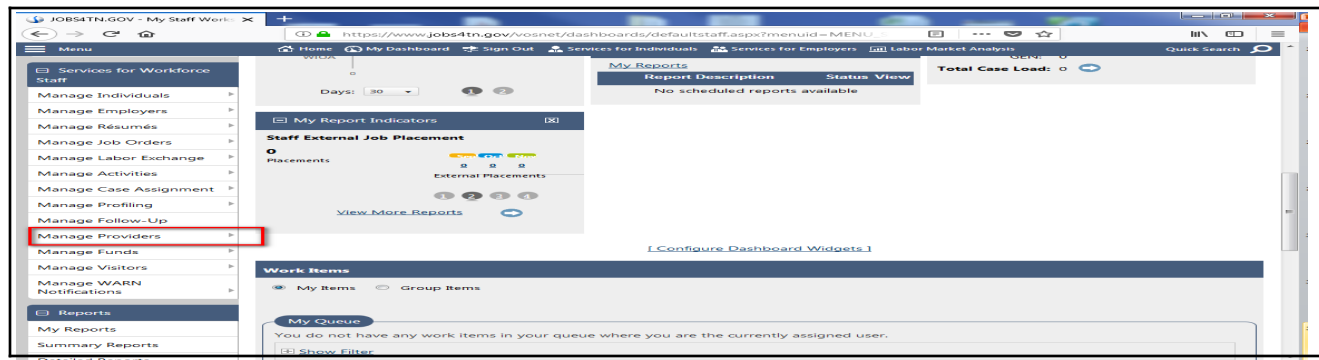


# HOW TO GET RID OF DUPLICATE PROGRAMS

- Log into Jobs4tn.gov

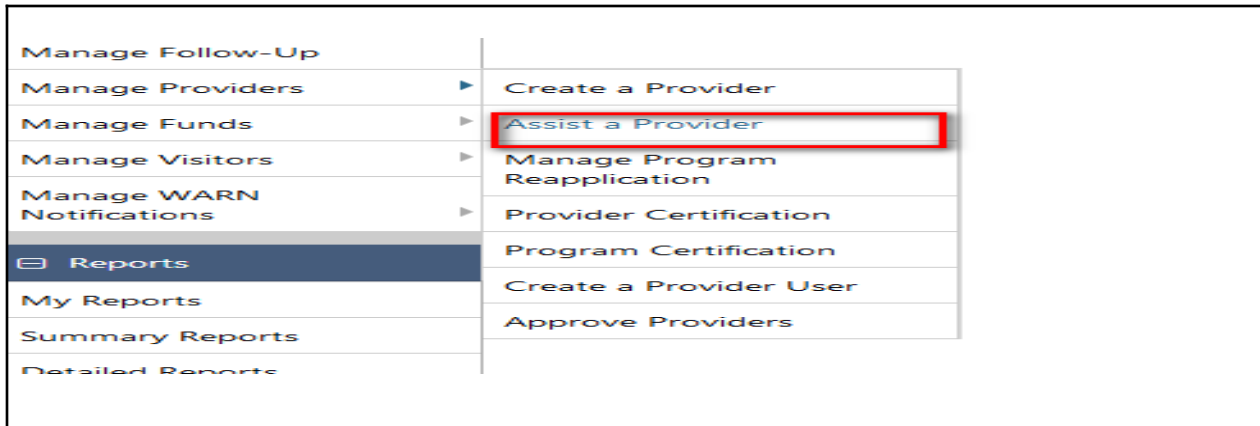


- Click Manage Provider

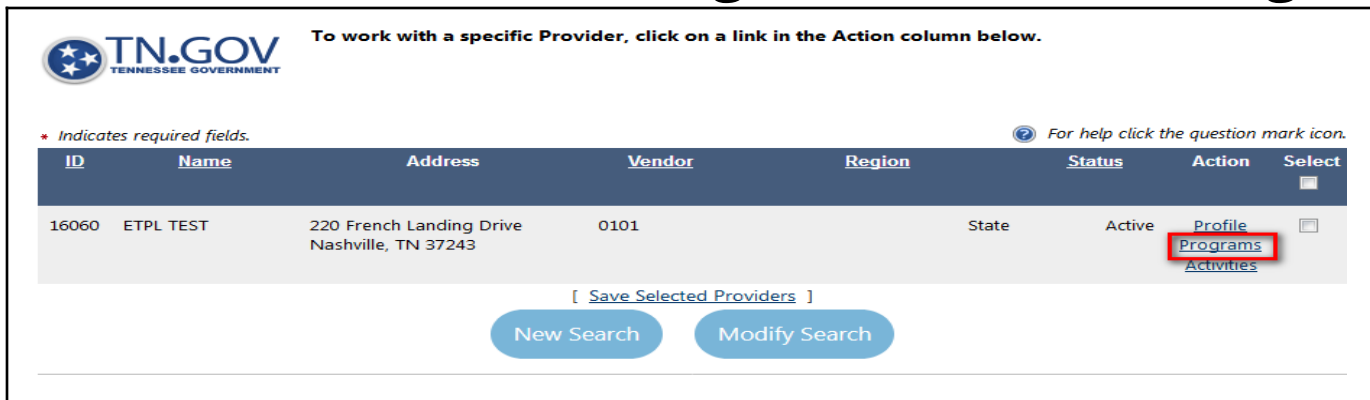


# HOW TO GET RID OF DUPLICATE PROGRAMS

- Assist a Provider




- Under Self Service Programs Click on Programs



# HOW TO GET RID OF DUPLICATE PROGRAMS

## Select Programs



To work with a specific Provider, click on a link in the Action column below.

\* Indicates required fields. For help click the question mark icon.

ID	Name	Address	Vendor	Region	Status	Action	Select
16060	ETPL TEST	220 French Landing Drive Nashville, TN 37243	0101	State	Active	<a href="#">Profile</a> <a href="#">Programs</a> <a href="#">Activities</a>	<input type="checkbox"/>

[ [Save Selected Providers](#) ]

[New Search](#) [Modify Search](#)

# QUESTIONS



# CONTACT

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# CLOSING REMARKS

